

**Further Information about the Community Workshop with The Public and Community Engagement with Research Team, Payment and Expenses**

For the workshop that will take place on 4 July 2023, we will offer a payment of £50 for attendance of the 2-hour workshop, plus £25 for an hour of preparation surrounding the meeting – a total of £75 per attendee. Those who attend can opt to be paid as an individual or if representing an organisation, the organisation can receive the payment. You can also choose not to take payment; this will not affect whether you can attend.

By offering payment for your time and expenses, we recognise that your contribution is an essential part to achieving better public and community engagement with research. Payment does not mean that you have a contract of employment with Oxford University.

Signing the form to express your interest doesn’t automatically secure you a place at the workshop or payment. We will select up to 20 attendees to invite to the workshop who will be offered payment.

In this document we provide some guidance around receiving payment. We will provide further detail to those signed up to the workshop. Please let us know if you have any questions by emailing the Community Engagement Coordinator, Rachel Piper on [rachel.piper@admin.ox.ac.uk](mailto:rachel.piper@admin.ox.ac.uk)

**Expenses**

We will be able to cover approved travel expenses from within Oxfordshire to the venue.We can also discuss additional expenses such as childcare and caring expenses (such as accompaniment from support workers) for the period of the workshop.

Expense claims cannot be paid without a valid receipt. If you anticipate difficulties in obtaining a receipt please contact us for advice.

**Income tax, insurance and pensions**

Attendees, not the University of Oxford are responsible for complying with income tax, National Insurance and pension contributions on any payments received for your time. There is a difference in tax rules for payment made for involvement activities and payment of expenses.

• payment for activities: payment for time spent on involvement activities is taxable and should be declared for tax purposes

• payment of expenses is not taxable

Attendees with questions about tax or National Insurance can contact their local HMRC office [HMRC Helpline 0300 200 3311]

**Impact on Benefits**

Public contributors can always accept reimbursement of expenses, but receipt of payment for time is a very complex area if a public contributor is in receipt of state benefits of any kind and/or a state pension. We urge attendees to seek specialist advice before agreeing to accept payment and to speak to their benefits advisor or Jobcentre Plus, if applicable, to discuss their individual circumstances. It is the responsibility of the attendee, not The University of Oxford, to comply with the conditions of their benefits. Jobcentre Plus officers may interpret taking part in involvement activities as readiness for work, whether payment is offered or not. Citizens Advice can provide help with queries related to this. Similarly, those who are in receipt of medical insurance (for example, are on sick leave) may find that this is affected.

*Information is correct as of 16/06/2023 but may be subject to change*