

# Personal and Public Involvement (PPI)



## How to claim back your money for expenses – a guide for service users and carers

Health and Social Care (HSC) organisations will pay expenses to service users and carers who have agreed to be involved to help shape services. This guide outlines the process to help you claim for expenses you may incur through this activity. Further guidance may be found on the Engage website.

**Service user and/or carer attends agreed or invited Involvement activity**

### Understand what you can claim for

- Ask your HSC contact person for the guidance document on claiming expenses.
- **If required notify Jobs and Benefits office.**

### Access claim form

- Get a copy of the claim form from your HSC contact person.
- **For the first claim, complete a form to authorise payment (you can get this from your contact person)** into your nominated bank or building society account.

### Complete claim form

- Ensure all relevant sections are completed.
- **Attach receipts** for parking, public transport, care cover etc.

### Submit claim form

- Ask for help from HSC contact person.
- Send to your HSC contact person for processing.
- Keep a copy of the submitted claim form and date you submitted for your own records.

**Money for expenses will be paid to you**

**Keep your own record of payment**

Key

Planning

Doing

Reviewing

<http://engage.hscni.net>

