



# **Irish Cancer Society Research**

## **Patient Advocate in Cancer Research Award 2025 Expenses Policy**

### **What do I need to know about costs?**

We will only fund the awardee for costs associated to the event, as described in the original award application. Apart from carer costs or supporter costs, the Irish Cancer Society will not cover the costs for people who are not the named awardee.

### **Events, Training and Conferences**

Examples of event-related costs:

- Conference registration fees
- Workshop registration fees
- Training course fees

### **Travel**

- We encourage public transport when possible and when this is the cheapest option. Public transport should be booked in advance and should be standard class or economy class only. This includes trains, flights and buses.

We understand for practical or health reasons, public transport may not always be possible:

- Taxis may be used when there is no other choice or if you need them for health reasons. If possible, taxis should be shared and should result in no extra fees. For example, waiting time charges or tips.
- If the event(s) is in Ireland but you can't get there by public transport, you may use your own car to travel to and from the event. It should be the most direct

route. A standard motor travel rate of **€0.44 per kilometre** is allowed. The motor travel rate paid is meant to cover all expenses of running the car. For example, insurance, tax, petrol and so on. The Irish Cancer Society will not fund rented cars.

### **Accommodation**

- The accommodation cost should be reasonable and only booked for however long the event is. However, if the event starts in the morning and you need time to travel to that city, you may book a room for the night before the event.
- You should book accommodation that is a 4-star rating or below. For national and international accommodation, rates will vary depending on the city and country, so it is hard to give a guiding rate. However, you should look for accommodation that is reasonable and roughly costs the same as the average daily hotel rate there.
- Please get in touch if you have any issues with accommodation costs. If you need someone to come with you (for example, a carer or supporter) please include this in your budget.
- The Society will not fund facilities and services in the hotel, which you will need to pay extra for and is not included in the room price. For example, wi-fi costs (unless explicitly needed for the event), breakfast (if this is over €10), room service, newspapers, spa facilities, gym and so on.

### **Alcohol and Entertainment**

- It is the Irish Cancer Society's policy not to fund alcohol or any form of entertainment.

### **Meals**

- You can spend €10 for breakfast, €12 for lunch and €25 for dinner per person.
- An added tip or 'discretionary service charge' of up to 15% on bills is reasonable in countries where such charges are customary.

### **Childcare Costs**

- Where reasonable, we will cover necessary childcare costs needed for you to attend a cancer research-specific event or activity. A standard rate of **€60-70 per day or €10 per hour** is allowed where this is necessary. If you are budgeting for childcare costs, please reach out to us at [grants@irishcancer.ie](mailto:grants@irishcancer.ie) or on (0)1 968 3723.

## Carer Costs or Supporter Costs

- You may be a carer and need a replacement carer to help go to events or activities. You should include this in your budget.
- We understand that you may have your own arrangements and costs can vary. If you are budgeting for carer costs, please reach out to us at [grants@irishcancer.ie](mailto:grants@irishcancer.ie) or on (0)1 968 3723
- If you need to bring someone with you for the event, please describe their costs in the budget. For example, if you have mobility issues and need someone you know to help you.

## Loss of Earnings

- Sometimes, you may not get compensation for your advocacy work. For example, taking time off work to participate in a patient review panel. If you are taking unpaid leave to go to the PPI activity, and if you are not already receiving funding from other sources, where reasonable, we may pay you to cover the loss of earnings. This is a standard rate of €17.50 per hour, €70 for a half day or €140 for a full day.
- Please note, loss of earnings will be paid after the event has taken place.
- In some cases, receiving payment for cancer research advocacy events may affect payments for those who are receiving social welfare. **It is up to you to make sure that you are following all social welfare requirements and the requirements of your employers**

## Materials and Administration Fees

- Sometimes, you may not have the materials needed to attend events or take on PPI activities. Where reasonable, we may cover the costs of materials and supplies needed for you to go to these events or activities.
- These items may include telephone costs, postage, stationery, subscription to software or journals, materials that help accessibility, equipment such as a webcam or keyboard and so on.

**Please note:** After the event(s), you must send a description of income and expenses with all **original receipts** included within 30 days of the event. It's important to do so because if you do not provide receipts, or do not follow our budget guidelines you will need to give back the funding (in full) to us. If you spent less than your budget, you must also give back the unspent amount to us.

We will only fund items and reimburse costs that have not been funded by any other source.

Please get in touch with [grants@irishcancer.ie](mailto:grants@irishcancer.ie) or (0)1 968 3723 if you have any questions.