

Reimbursement of Study Participants

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Amendment History

Version	Date	Author/s	Amendment Details
2	14/09/2017	Gudrun Wells	Reviewed

Purpose:

To outline the steps study staff should take when reimbursing study participants for study participation.

Responsibility:

The Chief Investigator, or an appropriately trained staff member to whom this responsibility has been delegated (as recorded in the Delegation and Training Logs), has the responsibility to ensure that protocols are in line with current UTAS operating procedures.

Scope:

This protocol applies to all BSRG studies where participants are reimbursed for study related expenses.

Materials:

- Tracking database
- Money or gift cards
- Study Reimbursement Sheet

Procedure:

1. Cash or other reimbursement is to be procured and stored as per current university protocols (see: <http://www.utas.edu.au/finance>). This protocol will be established at the beginning of any new study.S

Standard Operating Procedure

- a. A desired float amount will be set by the Chief Investigator, which should be high enough to cover approximately two months of study visits.
2. Prior to each session, the study staff member is to confirm the amount of reimbursement the participant is due.
3. At the end of each session the participant is to sign the Study Reimbursement sheet when they are reimbursed, alternatively this information is to be stored in a GCP compliant program.
4. Study staff to record that reimbursement has taken place on the tracking database.
5. When each reimbursement sheet is full, it is scanned and emailed to the Pharmacy Lab Manager to request that the amount of money represented on the sheet (the outgoing funds) be reissued to the study in the form of a check to be cashed by staff, or another form of reimbursement, to maintain the study float. The original form is stored in the locked filing cabinet in the BSRG lab, and a PDF of the form is stored on the server.
6. A trained staff member (who has filled out the Encashment form with the bank) should reconcile Cash/other reimbursements as each new check is cashed, as per current university protocols.
 - a. This is to check that what is actually in the safe (both at BSRG and any other study locations), what is represented in the current reimbursement sheets and what has been requested from Financial Services totals to the amount of float allocated for the study.

References

Cashiering and Revenue Collection Procedure 2015, Financial Services UTAS
Petty Cash Custodian Guidelines November 2013, Financial Services UTAS