

# Reimbursement (HRPP 3.8)

### Description:

This policy describes UNMC's requirements and limitations regarding reimbursement of research subjects.

### Definitions:

**Reimbursement:** monetary payment provided to research participants to offset expenses incurred as a direct result of participating in research activities. These expenses may include, but are not limited to:

- Travel costs (e.g. mileage, parking, public transportation)
- Lodging and meals
- Daycare or dependent care services
- Costs

### General Considerations:

- **Reimbursement** for expenses incurred during research participation **is not mandatory**. However, subjects should not be expected to incur financial burdens to participate. Investigators must provide adequate justification for any failure to reimburse reasonable expenses.

### Requirements for Reimbursement:

- Any anticipated costs to the subject that may result from participation in the research must be clearly justified and disclosed in the Informed Consent Form (ICF)
- The **terms and conditions of reimbursement** must be:
  - Clearly described in the IRB application
  - Included in the ICF
  - Discussed during the informed consent process
- **Reimbursement must be equitable** and based on either:
  - Actual documented expenses, or

- Reasonable estimates of expected costs (e.g. *standard mileage rates, per diem allowances*)
- Eligibility for travel-related reimbursement must not be limited by arbitrary distance thresholds
  - **Example:** *investigators may not restrict reimbursement only to participants who travel more than a specified number of miles*
- The preferred method of reimbursement is a Cash Debit Card. However, other payment methods may be used if they:
  - Comply with the Business & Finance policies of the appropriate institutional component (e.g. UNMC, UNO, CN, NM, BMC), or
  - Align with the terms of a Clinical Trial Agreement (CTA), when applicable