

	Payment Guidance - Research engagement
Description	Research engagement refers to raising awareness of research and communicating new knowledge created by research with the public through for example science festivals, media communications, university open days etc.
Examples	York Festival of Ideas; York Talks
Volunteer / worker status	Likely to fall within volunteer status
Payment	Payment unlikely for engaging but may reimburse actual expenses
How to pay	<p>Individual completes the Research Participation and Involvement claim form - expenses section only. Approved in Department</p> <p>Scanned pdf copy sent to accounts-payable@york.ac.uk for payment by BACS.</p> <p>BACS payments can only be made every Friday in line with the weekly payment run for all suppliers - we do not do payments runs outside this schedule</p>
Does the Department need to keep a record of these payments for audit / HMRC purposes	No - payment details will be recorded in Agresso against the relevant account code (2382) and workorder
Queries	<p>Queries relating to which categories individuals should fall into should be emailed to rspo@york.ac.uk.</p> <p>Queries relating to how to pay individuals should be emailed to accounts-payable@york.ac.uk</p>