

# Area L AHEC Office of Continuing Medical Education



## Policy on Honoraria and Travel Expenses for Faculty and Authors of Continuing Medical Education Activities

### 1.0 PURPOSE

This policy is designed to permit the Area L AHEC Office of Continuing Medical Education (OCME) to pay planners, faculty, and authors for their participation in continuing medical education activities without influence by any individuals or groups. It is recognized that planners, faculty, and authors may enter into financial or other materially beneficial relationships with commercial organizations, but these relationships cannot dictate honoraria levels. The purpose of this policy is to describe appropriate payment of honoraria and travel expenses for CME activities. This policy does not allow reimbursement or payment of expenses for non-teacher or non-author participants.

### 2.0 POLICY

#### 2.1 Honoraria

When financial support is available from registrations fees and/or commercial or non-commercial support, the OCME will provide honoraria as follows:

- Faculty will receive up to \$300 per hour for a one-hour presentation or participation in a multiple-hour conference.
- Planning committee members will not be eligible to receive reimbursement of expenses.
- Faculty will receive up to \$1000 for a multiple-day event in which their presence as faculty is required.
- All expenses reimbursed for the provision of an Area L AHEC CME activity will be paid directly by Area L AHEC.
- Honoraria in excess of \$300 will require the approval of the President, Area L AHEC.
- Persons eligible to receive honoraria must complete and return the Area L AHEC Request for Honorarium Payment Form.
- Persons who receive honoraria in excess of \$600.00 in a calendar year will be issued a US Internal Revenue Service Form 1099.

These guidelines take into consideration the physician's lost clinical or academic time for preparation of a CME activity, travel time, presentation time, and time

needed to format the learning activity. Exceptions to these guidelines will be dealt with on a case-by-case basis and will be subject to approval by the OCME and the President, Area L AHEC.

## **2.2 Travel Reimbursement**

- Faculty and authors of CME activities may be reimbursed for reasonable and customary travel and lodging expenses. Reimbursement for air fare is based on standard business rates; use of private planes, commercial airline first-class and luxury restaurants are considered to be in excess of normal business needs. Travel using personal vehicles will be reimbursed at the current Area L AHEC approved rate. Reimbursement of travel for planning committee members and Office of CME personnel is at the same rate with the same restrictions.