**Policy Statement**

It shall be the policy of the Continuing Medical Education (CME) Department of Memorial Health University Medical Center to be accountable to the Accreditation Council for Continuing Medical Education (ACCME) for establishing the criteria upon which honoraria amounts are determined and reimbursement of speakers for their reasonable out-of-pocket expenses as related to CME activities. Faculty will submit expenses to the CME Department for payment. Commercial supporters shall not pay the faculty directly.

**Purpose of Policy**

A. To set criteria that must be used to provide the basis for deciding what amount of honoraria to pay and to provide a mechanism by which additional honoraria could be approved.
B. To establish honoraria guidelines to assure fair treatment among departments and to delegate the responsibility of determining the CME honoraria to the departments based upon the departments using the established criteria.
C. To reimburse speakers for CME activities for approved expenses and honoraria and to receive reimbursement packet from speaker in a timely manner so as to adhere to supporting grant policies and provide them with necessary documentation of expenditures.

**Entities to Which This Policy Applies**

Memorial Health University Medical Center

**Definition of Terms**

Approved Expenses – Expenses as outlined below. Exceptions must be noted in approved budget that is submitted with Application for AMA Category 1 Credit for CME. Exceptions might be increased honoraria,
hotel per night adjustment, meal allowance, or other exceptions if allowed through a specific grant.

Original Receipts – ONLY original receipts will be accepted. Copies of credit card statements will not be allowed. All expenses, to include cabs, parking, meals, etc. must have original receipt to be considered for reimbursement. For airline travel an E-Ticket can serve as the original receipt.

Memorial Health, Inc. – Parent company of Memorial Health University Medical Center and Memorial Health University Medical Center

MHUMC – Memorial Health University Medical Center

CME – Continuing Medical Education

ACCME – Accreditation Council of Continuing Medical Education

**Procedure**

1. The appropriate use of honorarium payments are defined as any activity that includes a special lecture or short series of lectures, conducting a seminar or workshop, serving as a guest speaker, and exceptional requests for distinguished teaching or special service.

2. The following criteria will be used to establishing fees: (a) tasks required and time to complete, (b) number of talks to give, (c) number of hours speaking, (d) local speaker versus speaker out of the local area where travel is required, (e) subspecialty of physician and/or (f) market rates. CME activity faculty will not be paid an honorarium for an independent consult, faculty consult, performance fees, and payments for professional services.

3. Memorial Health University Medical Center and Mercer School of Medicine faculty and full-time academic appointees are not eligible to receive additional compensation for activities related to their recognized teaching duties. Faculty may receive honoraria for seminars, lectures, or campus-sponsored program reviews when these activities occur off MHUMC campus. An honorarium may be subject to negotiation in each case but may not exceed an amount stipulated by this policy. Staff employees may not receive honorarium payments.

4. The maximum rate range for honorarium payments is $500 - $2,000 per event.
5. Honorarium payments above the maximum must be approved by the CME Committee and is dependent on available grant funding.

6. No individual involved in a CME activity may receive payment directly from a commercial interest for honoraria, travel, or out-of-pocket expenses.

7. The CME Department will approve the amount and source of the honoraria and estimated travel expenses prior to the CME activity by reviewing the activities projected budget. If necessary, an Interdepartmental Financial Risk Agreement must be signed by the Course Director to assure that all payments made from the CME Department cost center are reimbursed.

8. Faculty will receive an expense form (see Attachment A), W-9 (see Attachment B) and postage paid return envelope prior to or at CME activity. Instructions will be given to faculty that the above forms and original receipts should be returned to the CME Department for payment no later than 30 days after CME activity is conducted.

9. Accommodations will be reimbursed in the amount of no more than $200 per night. Memorial Health University Medical Center will pay for nights during the activity ONLY. Hotel expenses of more than $200 per night will be considered only if grant funding provides for or approves such a request.

10. Only coach airfare will be reimbursed. Reservations for flights should be made at least 2 weeks in advance.

11. Memorial Health University Medical Center will reimburse the speaker for taxi fares or rental cars, but not both.

12. Memorial Health University Medical Center will reimburse speakers for meals not to exceed $50 per day.

13. All parking expenses and tolls will be reimbursed.

14. Mileage is reimbursed in the amount of the current IRS allowable cents per mile and must include a MapQuest Driving Directions printout showing exact mileage.

15. Original receipts MUST be supplied to Memorial Health University Medical Center as well as a completed Memorial Health University Medical Center expense form and W-9 within 30 days of CME activity. After 30 days, reimbursement of speaker expenses will be at the discretion of the Director of Medical Education Administration.
Approved by:

Director, Medical Education Administration

Original Implementation Date: 07/15/08
Originating Department: Continuing Medical Education, Medical Education
Next Review Date: 02/17
Past Revised Date: 02/15
Past Reviewed Date: 12/10, 02/15
Former Policy Number(s):
Attachment(s):
  Expense Form
  W-9