



CONTINUING MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL

OFFICE OF CONTINUING MEDICAL EDUCATION	
NUMBER:	21
SUBJECT:	HONORARIA AND EXPENSE REIMBURSEMENT
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1. Participation in continuing medical education sponsored by Eastern Virginia Medical School is considered to be a responsibility of both full time and community faculty.
2. Honoraria for full time and community EVMS faculty are not appropriate for continuing medical education presentations in departmental Regularly Scheduled Conferences (grand rounds and series), but may be paid for presentations at multi hour conferences which involve an extensive investment of time in preparation and planning.
3. Visiting faculty may be paid honoraria for Regularly Scheduled Conferences and for multi hour conferences.
4. EVMS and Visiting Faculty may be reimbursed for direct expenses associated with a presentation, such as media production, mileage reimbursement, or other travel expenses, based upon submission of original receipts. This must be agreed upon prior to the activity.
5. All payment of honoraria and reimbursement of travel and accommodations must be auditable. The Office of CME facilitates commercial support for CME activities. This will be in compliance with EVMS travel policies and the ACCME Standards for Commercial Support.
6. The Course Director/Planner for conferences may receive compensation which is budgeted in the planning phase and auditable in CME documentation.
7. Honorarium amount should be determined by the following:
 - a. The credentials of the speaker, expertise, and time and distance away from home should be considerations when deciding upon the honorarium amount.
 - b. Honorarium amount is determined by the Course Director and is not linked to commercial support, or to specific requests of the commercial interest. **Usual and customary honoraria** are as follows:
 - **Regularly Scheduled Conferences**
Visiting Faculty: Local up to \$500; traveling, up to \$1500.
EVMS Faculty: None
 - **Multi hour conferences**
Visiting Faculty: Up to \$1500 per presentation.
EVMS Faculty: Up to \$500 per presentation.
 - c. Honorarium beyond \$2000 must be approved by the CME Committee.