SOM OP: 60.02, Reimbursement of Expenses

PURPOSE: The purpose of this policy is to provide guidance to course directors, CME staff, planning committee members, and presenters of for the reimbursement of expenses related to continuing medical education activities.

REVIEW: This policy will be reviewed on September 1st of each odd-numbered year by the Managing Director for Continuing Medical Education. If a revision to the policy is recommended, the CME Committee will review and approve changes.

POLICY/PROCEDURE:

1. Policy. It is the policy of the Department of CME to pay reasonable expenses incurred by individuals in the planning and production of continuing medical education activities. This policy replaces CME Policy 05.2, Determination and Payment of Honorarium and Expenses approved August 8, 2008.

2. Procedures.
   a. The Department of CME, other SOM department, educational partner, or joint sponsoring organization shall reimburse out-of-pocket expenses to course directors, CME staff, planning committee members, and presenters of CME events.
   b. Expenses shall be reviewed and approved by the project coordinator of the CME activity and the accounts manager of the Department of CME prior to reimbursement.
   c. Policies and procedures for reimbursement or prepayment of expenses shall follow TTUHSC policies HSC OP 79 regarding travel and HSC OP 72.03, Direct Pay Expenditures regarding direct pay expenditures.

3. Restrictions
   a. No speaker for a CME activity shall receive expenses directly from an industry support company.
   b. No other payment from external sources may be given to the course director, planning committee members, speakers, or any others involved with the activity.