

Honoraria and Expense Reimbursement Policy

The Policy on Reimbursement for honoraria, travel, and accommodations exists to provide guidance to staff, faculty and joint providers in order to comply with the ACCME's *Standards for Commercial Support*, as well as NMET policies.

It is appropriate for faculty or authors of CME activities to accept reasonable honoraria and reimbursement for out-of-pocket travel, lodging, and meal expenses. Expenses of spouses/partners or other guests are not eligible for reimbursement.

If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

Payments will be made directly by NMET or its joint provider. No other source of payment shall be given to the director of the activity, planning committee members, teachers or authors, joint provider, or any others involved with the activity.

Income taxes are the responsibility of the recipient.

Honoraria

The amount of honoraria must not be influenced by representatives of industry or other financial contributors to the activity. In general, honoraria is not paid to NMA members for CME activities. Exceptions must be approved by the program committee.

It is acceptable to provide no honorarium for a speaker or author.

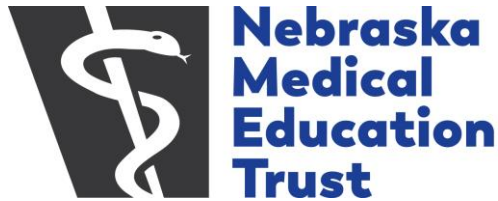
The amount of honoraria will be determined using the following criteria:

- Amount of registration fee
- Available budget
- Expertise of proposed faculty
- Market value
- Number of expected participants
- Role of proposed faculty

Reimbursement of Expenses

In general, planners of CME activities will not be reimbursed for out-of-pocket expenses. They may be offered reimbursement if there is prior approval from the program committee.

No other payments will be made to the activity director, faculty, joint provider, planning committee, speakers, or any others involved with the activity beyond those described in this policy. Additional payments or reimbursements from a commercial interest or other sources may not be accepted for participation in CME activities. Expenses must be itemized and listed on the appropriate expense report form and accompanied by original receipts.



The following expenses are reimbursable:

- Airfare: Lowest available cost for a direct round trip coach flight. Additional fees because of changes in planes or delayed securing of tickets are usually not reimbursed.
- Hotel: Published standard hotel rate for a single person.
- Meals: Based upon receipts submitted, up to \$50.00 per day. The NMET will not reimburse for meals for which an NMET-sponsored meal is provided.
- Transportation: Appropriate ground travel to and from the airport, airport parking in home city, and for mileage to/from home and the airport.
- Other: The NMET will reimburse for other appropriate, reasonable expenses related to the activity, such as staff parking, photocopying, or AV support.

Exceptions to the above expense reimbursement guidelines must be approved by the program committee. Reimbursement for alcohol, mini-bars, in-room movies, limousines, or other entertainment will not be permitted.

Commercial Support

Commercial support may be received and solicited for a CME activity. Terms and conditions of commercial support must be outlined in a letter of agreement signed by NMET, the joint provider (if applicable), and the company providing commercial support.

Commercial support may be used to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider, joint provider or educational partner. Commercial Support may also be used to pay for scholarships for medical students, residents or fellows to attend CME activities. Commercial support may not be used to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity.

The CME program committee must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support.