

Policy for Travel Reimbursement and Honoraria

The Center for Continuing Medical Education at The University of Chicago adheres to institutional financial policy as developed, implemented, and maintained by the office of Financial Services at The University of Chicago.

<http://www.finserv.uchicago.edu/about/index.shtml>

The decision to provide reasonable honoraria and/or allow reasonable expense reimbursement is determined by the Activity Director and the planning committee during the planning process. This decision, as well as process and policy, is communicated to all organizers and speakers at the time of invitation to participate.

Faculty Honoraria

Definition:

A payment, which is primarily intended to confer distinction on or to symbolize respect, esteem, or admiration for the recipient. It is paid to the recipient at the discretion of the payer, and is not a fee charged by the person being "honored."

- Activity Chair/Course Director will determine amount of honorarium.
- No additional payment will be provided to speakers other than the stated honorarium.
- University of Chicago or its approved education partner or joint provider will pay all honoraria payments. Accepting direct payment from any commercial supporter in conjunction with a CME certified activity is prohibited.
- A reasonable honorarium is considered to be a maximum of \$3,000 per lecture, or \$5,000 for an Organizer or Chair who also lectures. This limit may be exceeded for certain hands-on workshops or programs where faculty are committed on-site for an extraordinary amount of time or if there are additional responsibilities with regard to preparation of an enduring material produced after the program has been concluded. If any honorarium exceeds these amounts, the course director must submit a written explanation to the Center for Continuing Medical Education.

<http://finserv.uchicago.edu/payroll/independent/honorarium.shtml>



Travel Reimbursement

All reasonable travel related expenses (coach airfare, meals, ground transportation) are reimbursed after the activity per the University of Chicago Financial Services 1202 Travel Policies and Procedures.

http://finserv.uchicago.edu/support/policies/1200/1202_travel.shtml

For reimbursement, the University of Chicago requires the passenger receipt card (or an original e-ticket from the airline) as well as all transportation, parking, and meal receipts.

Payment of Travel Expenses

1. The University will reimburse the Traveler, individual, or institution who has paid the traveler's expenses, for all necessary and reasonable University travel related expenses. The University will not pay expenses that have been or will be paid or reimbursed by an outside source.
2. Travelers certify by the submission of their expenses that those expenses were incurred in association with University travel and that they have not and will not be reimbursed by another entity.
3. Reimbursement requests are approved by someone other than the Traveler who does not report directly to the Traveler.
4. Travel reimbursement requests for Deans and Senior Officers will be reviewed and approved by the Associate Vice President for Finance.
5. Travel of 50 miles or less from campus does not qualify for lodging or meal reimbursement. (Citation/regulation)