


<p><b>Name of Policy:</b> Honorarium Policy</p> <p><b>Policy Number:</b> 3364-81-12-206-02</p> <p><b>Approving Officer:</b> Provost and Executive Vice President for Health Affairs</p> <p><b>Responsible Agent:</b> Associate Dean, Continuing Medical Education</p> <p><b>Scope:</b> UT Faculty, Staff, Students and Joint Sponsors</p>	 <p><b>Original effective date:</b> 10/1/09</p>				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input checked="" type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
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(A) Policy statement

Specific procedures must be followed when planning and administering Category 1 AMA PRA approved activities that reimburse expenses and pay honoraria to faculty.

(B) Purpose of policy

The ACCME requires all providers to have “written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors.” This policy refers to only those courses approved for AMA PRA credit through UT-CME.

(C) Procedure

(1) UT Faculty honoraria and reimbursement of expenses

- (a) No honorarium or travel if presentation within Lucas/Wood counties.
- (b) Maximum of \$ 250 honorarium if presentation outside Lucas/Wood counties.  
Payment is handled through the UT payroll system.
- (c) Reimbursement of expenses based on the UT Travel Policy.

(2) Guest Faculty honoraria and reimbursement of expenses

- (a) Honorarium determined by course director/planning committee. Generally paid \$250-\$3000 unless special considerations apply.
- (b) Travel and other expenses pertaining to the CME activity will be reimbursed as pre-determined by the course director/planning committee. Guest faculty must provide original receipts and will be paid the per diem rate for meals.

- (c) Under no circumstances may a commercial supporter of an activity pre-pay or reimburse a faculty member directly for either honoraria or expenses. All support must be in the form of an educational grant as outlined in UT policy “Guidelines for Commercial Support-Educational Grants” (3364-81-12-206-03).

<p>Approved by:</p> <p><u>/s/ jpg</u> Provost and Executive Vice President for Health Affairs</p> <p><u>10/19/09</u> Date</p> <p><i>Review/Revision Completed by: CME Advisory Committee Director, Continuing Medical Education Associate Dean of CME</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>• <i>A-10-12-00002-0206 Honorarium policy (former Health Science Campus policy, previously updated December 2005)</i></li></ul> <p>Initial effective date: 10/1/09 Review/Revision Date: 10/1/09 Next review date: 10/1/12</p>
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