


<p>Name of Policy: <u>College of Medicine & Life Sciences: Honarium Policy</u></p> <p>Policy Number: 3364-81-12-206-02</p> <p>Approving Officer: Executive Vice President for Clinical Affairs/Dean, College of Medicine & Life Sciences</p> <p>Responsible Agent: Associate Dean, Faculty Affairs & Development</p> <p>Scope: UT Faculty, Staff, Students and Joint Sponsors</p>	 <p>Revision date: 02/12/19</p> <p>Original effective date: 10/1/09</p>				
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(A) Policy statement

Specific procedures must be followed when planning and administering AMA PRA Category 1 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) Payment is handled through the UT payroll system.
- (b) 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.
- (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/</u> Christopher Cooper, M.D. Dean, College of Medicine & Life Sciences</p> <p><u>April 17, 2019</u> Date</p> <p><i>Review/Revision Completed by: CME Advisory Committee Associate Dean of CME</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>A-10-12-00002-0206 Honorarium policy (former Health Science Campus policy, previously updated December 2005)</i> <p>Initial effective date: 6/1/05</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none">• 10/1/09• 08/06/12• 04/13/15• 09/15/15• 02/12/19 <p>Next review date: 02/12/2022</p>
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