

Name of Policy: CNE Honorarium policy Policy Number: 3364- 82-01 Approving Officer: Provost and Executive Vice President for Academic Affairs Responsible Agent: Dean, College of Nursing Scope: UT Faculty, Staff, Students and Joint Sponsors		 Revision date: February 1, 2017 Original effective date: February 1, 2012	
	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Specific procedures must be followed when planning and administering American Nurses Credentialing Center (ANCC)/Ohio Nurses Association (ONA) OH—026 Provider Unit Continuing Nursing Education (CNE) activities that reimburse expenses and pay honoraria to University of Toledo (UT) faculty.

(B) Purpose of policy

The College of Nursing CNE requires written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for UT faculty and guest speakers/presenters. This policy applies to all continuing education programs offered through UT CNE.

(C) Procedure

(1) UT Faculty honoraria and reimbursement of expenses

- (a) No honorarium or travel reimbursement if presentation is within Lucas/Wood counties.
- (b) Maximum of \$ 250 honorarium if presentation takes place outside Lucas/Wood counties. Payment is submitted through the UT payroll system.
- (c) Reimbursement of expenses based on the UT Travel Policy. Faculty must provide original receipts to the Director of the CNE and will be paid the per diem rate for meals and gas mileage if applicable.

- (2) Guest presenters and speaker honoraria and reimbursement of expenses
- (a) An honorarium of \$250 - \$2000 is determined by CNE Director and the program planning committee. A request for honoraria over \$2000 will be given special consideration by the Dean of the College of Nursing.
 - (b) Travel and other expenses pertaining to a CNE activity will be reimbursed as pre-determined by the CNE Director. Guest speakers and/or presenters must provide original receipts and will be paid the per diem rate for meals and gas mileage when applicable.
 - (c) A commercial supporter of a CNE activity may not pre-pay or reimburse faculty, speakers, or presenters directly for either honoraria or expenses. All commercial support must be in the form of an educational grant as outlined in UT policy “Guidelines for CNE Commercial Support-Educational Grants”

<p>Approved by:</p> <p><u>/s/</u></p> <p>Andrew T. Hsu, Ph.D.</p> <p>Provost and Executive Vice President for Academic Affairs</p> <p><u>February 7, 2017</u></p> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p>Senior Leadership Team Dean of CON Director, Continuing Nursing Education CNE Advisory Committee</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-82-01, effective date February 1, 2012</i> <p>Initial effective date: February 1, 2012</p> <p>Review/Revision Date: February 1, 2017</p> <p>Next review date: February 1, 2020</p>
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