

LSUSOM-NO CME Honoraria and Reimbursement Policies and Procedures

The following are LSUSOM-NO CME written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors of CME activities.

1. Honoraria

In some instances honoraria will be paid to faculty participating in CME activities. The decision to award honoraria, if any, is made by the Activity Medical Director (AMD) and can be contingent upon the final accounting and reconciliation of the CME activity. 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.

a. Non-University Employees

The terms of the honoraria for non-University employees is subject to the policies outlined in CM-17 (<http://www.lsuhs.edu/administration/cm/cm-17.pdf>) and require a Standard Contract Form to be executed with signatures from Department Head, Dean and Vice Chancellor for Administration and Finance.

b. University Employees

Payment for professional services will be processed as extra compensation for additional duties using PER-3 forms with signature approval from Department Head.

2. Reimbursement of Out-of-Pocket Expenses

All disbursement for expenses must be made with the full knowledge of the CME office. Payment must come from LSUSOM-NO, the joint sponsor (if applicable) or designated education partner. No other payment may be accepted by members of the faculty, planning committee, authors, joint sponsors or any others. No in-kind gifts can be received from a commercial interest without full knowledge of CME personnel.

Approved Expenses will be reimbursed if:

- a. Prior approval was obtained
- b. Original receipts are provided

- c. There is an immediate and unavoidable need for expenditure

3. Travel

Travel is subject to LSU System policies and procedures and requires prior approval.

Reimbursements will be based on LSU travel guidelines which can be viewed here

(<http://doa.louisiana.gov/osp/travel/travelpolicy/2014-2015travelguide.pdf>) .

Only Air-fare above economy jet rates will be reimbursed.

4. Payments

Payment must come from LSUSOM-NO, the joint sponsor (if applicable) or designated education partner. No other payment may be accepted by members of the faculty, planning committee, authors, joint sponsors or any others.

- a. Payroll check from LSU
- b. Funds transfer to a department account
- c. Check provided by an educational partner paid directly to faculty with LSU CME approval
- d. LSU Check written directly to faculty member

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