



IUSM CME Policy

Honorarium and Out-of-Pocket Expenses

In accordance with the [ACCME Standards for Commercial Support](#), this policy outlines the payment of honoraria and reimbursement of out-of-pocket expenses for planners, teachers, authors, joint sponsors, and other contributors to CME activities accredited by the Indiana University School of Medicine (IUSM).

Honoraria Philosophy

Payment of honoraria to faculty who present, author, or direct as part of IUSM CME activities should be viewed as much an expression of gratitude and appreciation as a financial incentive. The thoughtful work that CME faculty provides in service to the dissemination of research, promotion of knowledge, and development of skills is at the center of the CME mission to improve patient care through quality education.

Payment of honoraria is an appropriate use of university resources when it is reasonable and offered according to accepted guidelines and practices. While CME honoraria is not prohibited for Indiana University faculty who serve as faculty, authors, or directors of IUSM CME activities, neither is it required, as other university, school, or departmental policies may also apply. Thus, it is up to each department to determine when and whether to pay honoraria for IUSM CME activities under the guidance set out below and within the departmental educational mission. In all cases, financial resources must be available to defray all CME activity costs, including honoraria. Many conditions may affect actual honoraria amounts including, but not limited to, amount of preparation required, number of presentations offered, travel distance and time away, profession or discipline, expertise, seniority, national prominence, and/or the availability of funds.

Honoraria Payments

Honoraria payment procedures and amounts apply to CME faculty participating in any CME activity or enduring material sponsored solely or jointly by IUSM CME.

Honoraria offered to faculty within the ranges shown in the chart below are reviewed and approved by means of a CME cost estimate signed by the Chair of the primary department of the activity director. Honoraria exceeding the ranges below must be reviewed and approved by the activity director, the associate dean for CME, the director of CME, and the chair of the CME Advisory Committee. Costs for all CME activities must be determined such that projected revenues will cover expenses or any deficits guaranteed.

	Regularly Scheduled Series	Enduring Materials	On-Campus Courses	Off-Campus Courses	Symposium Courses
Faculty	Guest: \$0 – 1,000	\$0 – 2,500	Guest: \$0 – 1,000	\$0 – 2,500	\$0 – 2,500
	Internal: \$0		Internal: <i>See note</i>		
Activity Director or Member of the Planning Committee	Guest: \$0 – 1,500	\$0 – 3,000	\$0 – 1,500	\$0 – 3,000	\$0 – 4,000
	Internal: \$0				

Note: Internal faculty members are not eligible for honoraria payments for presentations offered at their first three on-campus courses per year. Internal faculty may receive honoraria of \$0-1,000 for presentations at their fourth and subsequent on-campus courses. For the purposes of this policy, all of the IUSM Centers for Medical Education are considered "on-campus."

When the activity director/chair or IUSM CME office has determined the honorarium amount, payment will be handled as follows:

- Honoraria for internal faculty will be treated as employee wages (as outlined in University policy [IV-70](#)) and the additional pay will be added to the employee's regular paycheck. Faculty must complete an IUSM CME "Approval for Additional Pay" form and have it signed by the department chair. All appropriate payroll taxes will be applied. In addition, additional pay is subject to the IRS-allowed federal tax withholding flat rate of 25% (University policy [IV-90](#)). Faculty is typically paid in the payroll period following the presentation.
- Honoraria for guest faculty will be paid as required by the University's institutional [purchasing policy](#): a) Honorarium of \$1000 or less will require a signed *Disbursement Voucher Certification* and W9. b) Any amount over \$1000 will be handled through the University's Purchase Order (PO) process. For speaking fees under \$5000, the faculty letter will serve as the agreement/invoice. The faculty member must complete a [Vendor Information Package](#) and the PO must be processed in advance of the presentation.

Reimbursement of Expenses

- Planners, teachers, and authors may be paid reasonable and customary out-of-pocket expenses for travel related expenses, including coach fare ticketing and per diem meal allotment as outlined by [Indiana University's travel guidelines](#). All planners, teachers and authors are required to provide original receipts and complete documentation on appropriate forms for reimbursable expenses.
- 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.
- The authorization for a joint sponsor or other educational partner to pay honoraria or out-of-pocket expenses shall be documented in a *Joint Sponsorship Agreement* (or attachment to the agreement) between IUSM CME and the joint sponsor and/or educational partner.
- IUSM CME will determine who will make the direct payments to the teachers and authors. No other payments will be made to the director of the activity, planning committee members, teachers or authors, joint sponsor or any others involved with the supported activity.

Definitions

- *Internal faculty* refers to salaried members of the faculty of IUSM, voluntary and non-voluntary.
- *Guest faculty* refers to all other honorarium recipients.
- *Regularly Scheduled Series* refers to regularly scheduled educational conferences, generally intended for internal audiences (IUSM or Clarian Health) or resident and student training purposes, and generally held on the campuses of IUSM or Clarian Health.
- *Enduring materials* refer to media-based educational productions, such as videotape, web-based or computer-based self-study materials, or journals, which endure for a period of time.
- *On-campus courses* refer to conferences or workshops that are held at any of the IUSM Centers for Medical Education; they may or may not include non-incident travel of faculty or course planners.

- *Off-campus courses* refer to conferences or workshops, generally at least one-half day and held elsewhere in Indiana, requiring non-incidental travel of faculty or course planners.
- *Symposium courses* refer to conferences or workshops, generally at least one-half day and held outside Indiana, or targeting a national or global audience, featuring nationally or internationally recognized faculty.

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