

Honoraria Policy

It is the Activity Director's prerogative to set an honorarium for activity planners, faculty and authors that he/she will offer to prospective faculty members. While there is no definitive scale for honoraria, the majority of local meetings sponsored by Case Western Reserve University clinical departments and presented by faculty do not offer an honorarium. Where an honorarium is offered, the CME Committee has suggested an honorarium of \$500.00 to \$750.00 for local presenters and local activities inclusive of travel expense. Honoraria for guest faculty are negotiable with \$1,000.00 to \$1,500.00 plus travel expenses a typical arrangement. Note: Any individual honorarium over \$1,500 for local activities or \$3,000 for regional, national or international activity is subject to review and possible revision by the CME Committee.

Arrangements for honoraria must be confirmed in writing. In accordance with University policy, for tax reporting purposes payment of honoraria to an individual must be made to that individual's home address.

Reimbursement of Travel-Related Expenses Policy

Reimbursement of an individual involved in a CME activity sponsored by the Case CME Program will be reimbursed according to the following schedule.

Reimbursement must be itemized and requested in writing with original receipts for **all** expenses listed on the Statement of Travel Expense form with the exception of mileage.

1. **Air Fare:** The cost of coach airfare will be reimbursed. Submit actual ticket receipts and the original invoice indicating payment. First-class airfare will be reimbursed at the coach rate only. A receipt is also needed for any additional baggage charge.
2. **Automobile Mileage:** Reimbursed at the IRS standard rate.
3. **Car Rental:** Reimbursed with a receipt confirming the dates of rental. Gasoline is also reimbursable with a receipt.
4. **Hotel:** Cost of standard room and reasonable telephone charges will be reimbursed with an itemized receipt. Charges for fitness, spa, in-room movies, golf or other recreation are not reimbursable.
5. **Meals:** Food service is often available at most activities. Other reasonable meal expenses are reimbursed with receipt. When dining with other individuals, request only your portion of the expense.
6. **Parking & Toll Charges:** Reimbursed with receipt.
7. **Taxi/Airport Limo Service:** Reimbursed with receipt.