



Association for Hospital Medical Education  
***Improving Healthcare Through Medical Education***

Excerpted from the AHME Policy Manual

**SOURCE:** Academic Leadership and Professional Development  
**TITLE:** Faculty Compensation  
**NUMBER:** 10.07

### **Policy Statement**

It is AHME's policy to comply with ACCME's Standards for Commercial Support regarding expenditures for an individual providing CME.

It is AHME's policy to pay faculty honoraria or reimbursement expenses directly. No commercial interest may pay faculty directly.

### **AHME MEMBER FACULTY**

AHME will recognize members who volunteer their time and efforts by giving them special recognition in the Program Syllabus. Members who serve as faculty for the educational Institute must register to attend, but the fee will be at the lowest rate available for that year. Faculty from or representing member institutions shall be deemed AHME member faculty for the purpose of this policy. AHME member faculty will agree to return to AHME headquarters all required forms/documentation by the specified deadline/s.

### **NON-MEMBER FACULTY**

1. AHME will provide an honorarium to Non-Member Faculty only upon prior approval of the Executive Director. If an honorarium is agreed to be paid, the amount will be established by the Executive Director, in consultation with the ALPD Chair.
2. Non-Member Faculty speaking at an AHME educational program on behalf of for-profit organizations with commercial interests in medical education will be expected to pay their own travel expenses.
3. AHME may reimburse Non-Member Faculty for expenditures incurred while traveling to and participating in the AHME educational program. Expense reimbursement must be approved in advance by the Executive Director.
  - In selected cases, Non-Member Faculty may be approved to receive complimentary registration to the AHME educational program at which he/she has agreed to speak.
  - It is expected that Non-Member Faculty keep expenses to a minimum. Because all programs are planned well in advance, AHME requests that travel arrangements be made in advance to take advantage of all available savings. Air travel at the lowest available rate will be reimbursed at the actual cost, but no more than \$500.
  - Mileage travelled using your personal automobile will be reimbursed at the prevailing government rate if lower than coach airfare (as described above).
  - Ground transportation, such as public transportation, shuttle, or taxi will be reimbursed. The cost of a rental car or airport limousine will be reimbursed up to the cost of a taxi to and from the conference facility if it has the prior approval of the Executive Director.
  - Meals will be reimbursed for the day of presentation and during travel time to and from the meeting at the actual cost, but no more than \$60.00 per day. Receipts must be itemized.
  - One night's room and tax up to the rate at the contracted hotel will be reimbursed, and an additional night may be available if flight schedules will not permit round trip transportation and the presentation in a one-night stay.
  - Only those expenses that were approved in advance by the Executive Director will be processed for reimbursement. The Internal Revenue Service requires that information sufficient to substantiate the amount, time, place, and business purpose of the expenses must be documented. Itemized receipts for ***all*** approved expenses must be submitted along with the appropriate form (see attached). The expense report and itemized receipts must be forwarded to the AHME national office within 30 days of the educational program to insure full reimbursement. **Reimbursement requests received after 30 days may not be fulfilled.**
4. Any exceptions to the above stated policies must be explicitly approved in writing by the Executive Director.



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Reviewed and Approved by CCME:	May 11, 2002
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2006 Updates Reviewed and Approved by CCME	August 21, 2006
Executive Committee /Board of Directors	August 25, 2006
2009 Updates Reviewed and Approved by ALPD & CCME	August 18, 2009
Executive Committee/Board of Directors	August 28, 2009
2010 ALPD editorial changes (no Executive Committee /Board approval required)	July 17, 2010
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