



We Treat Kids Better

CME HONORARIA AND REIMBURSEMENT POLICY

ACCME Standard 3.7 states that as a CME provider, Childrens Hospital Los Angeles (CHLA) Office of CME “must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors.” The intent of this Standard is to ensure further separation of personal financial interests and commercial support from educational content.

- Honorarium for category 1 (CME-approved) events Sponsored by the Office of Continuing Medical Education at Childrens Hospital Los Angeles will include amounts ranging from \$500 up to \$1500 per presentation for local speakers, and from \$1500 up to \$2000 for national speakers.
- Funds from commercial support may be used to cover appropriate expenses for the course director, speakers and other ‘bona fide’ employees of the educational activity, but those funds must come through the CHLA and **not** flow directly from the commercial supporter to the individual. (**ACCME Standard 3.12 Appropriate use of commercial support.**)

Expenses– Speakers, Planners and Authors

1. Reimbursement will be made for reasonable out-of-pocket expenses for travel, lodging and meals incurred by a speaker, planner or author on receipt of itemized expense reports.
 - a) Itemized expense reports with substantiating receipts for reasonable out-of-pocket expenses must be received in the Office of Academic Affairs – CME within 60 days of the activity. Receipts and or itemized expense reports received after 60 days cannot be guaranteed for reimbursement.
2. All reimbursement for expenses will be made directly by the Accredited Provider of record for a particular CME event.
3. The Accredited Provider may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and/or volunteers affiliated with the CME activity. (*SCS3.12*)
4. Commercial support may not be used to pay for travel, lodging, honoraria or personal expenses for non-teacher, non-author, non-employee or non-volunteer participants in the CME activity. (*SCS3.12*)
5. If commercial support is received for an activity, non-commercial support money may not be used to pay for travel, lodging, honoraria or personal expenses for non-teacher or non-author participants of a CME activity.
6. A detailed proposed line item budget, including honoraria and expenses, will have been provided with the documentation accompanying the CHLA *CME Request for Activity Credit Application Form*.



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Use of Commercial Support Funds

1. All commercial support associated with a CME activity must be given with the full knowledge and approval of the Accredited Provider.
2. All commercial support funds will be accounted for after the CME activity. (SCS 3.13)
 - a) Upon completion of the CME activity a "resolved" line item budget detailing all commercial and non-commercial revenue received less itemized activity expenditures must be submitted to the Office of Academic Affairs-CME for review.
3. No commercial support funds shall be paid to participants for attending the CME activity. (SCS3.12)
4. Commercial support funds may be used to pay for modest meals and receptions that don't compete with educational events. (SCS 3.11)

This policy will be reviewed every two years (from the original approval date) for appropriateness of honoraria amounts.