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Area:	Finance
References:	
Applicability:	Des Moines University

## Honorarium and Reimbursement of Expenses

### PURPOSE

This policy outlines the eligibility for payment of honorarium for contributors to all University activities in addition to reimbursement for out-of-pocket expenses for contributors to these activities.

### SCOPE

This policy applies to all University sponsored activities involving payments of honoraria and/or travel reimbursements for speaking/CME/other University sponsored activities.

### DEFINITIONS

#### Honorarium

A payment to an individual in recognition of a special service or distinguished achievement for which custom or propriety forbids the setting of any fixed business price

#### Accredited CME Provider

An organization accredited as a provider of CME. Accredited CME providers assume the responsibility and accountability for developing certified educational activities. Accredited providers represent a range of organizational types and offer CME primarily to national or international audiences of physicians and other health care professionals.

#### Joint Provider(ship)

An activity that is planned, implemented, and evaluated by an accredited provider and one or more non-accredited entities. The accredited provider must take responsibility for a CME activity when it is presented in cooperation with a non-accredited organization and must use the appropriate accreditation statement. A commercial interest cannot take the role of non-accredited entity in a joint providership relationship.

### HONORARIUM POLICY

1. Honoraria for planners, teachers, and authors who contribute to or participate in a University sponsored activity will be determined by the activity director/department budget officer using the following criteria:
  - a. Individual's educational background, clinical expertise, and medical specialty

- b. Fair market value of honorarium for the respective discipline
  - c. Type of instruction (lecture, workshops, etc.)
  - d. Available funding
  - e. DMU [Conflicts of Interest – CME Programs](#) (Note: this is for CME activities only).
2. Any discussion of honorarium by the activity director/department with a speaker must be followed up with written confirmation. If there are any questions about appropriate honorarium, the activity director/department budget officers should consult with the DMU Contracts and Insurance Administrator. No honorarium or reimbursement will be paid directly by a commercial supporter to a speaker. For Regularly Scheduled Series for CME events, the University will only pay an honorarium if an outside expert is invited as a guest speaker.
  3. If speakers 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 honorarium may only be paid for their speaker role.
  4. DMU, the joint provider, or designated educational partner must pay directly any honorarium in compliance with this policy and procedures document.
  5. The following honorarium guidelines and ranges are to be followed:
    - a. DMU faculty, clinicians, and staff should refer to the [Conflict of Interest and Commitment policy](#).
    - b. Guest speaker honorarium and expense reimbursement
      - a. Honorarium for guest speakers shall not exceed \$2,500 per day of participation.
      - b. Reimbursement for out-of-pocket expenses for guest speakers will be determined according to the DMU [Travel – Non-DMU Personnel](#) policy.

## HONORARIUM PROCEDURE

When the activity director/department budget officer has determined the honoraria amounts, the following process occurs:

1. The invited speaker will sign a letter of agreement in consideration of an honorarium. Please refer to the [Contracts and Agreements](#) policy for authorized signatories and retention requirements.
2. No honoraria will be paid to DMU faculty, staff, or students
3. Guest speaker honorarium and expense reimbursement
  - a. A completed W-9 form is required and the form is to be sent directly to [accounting.payables@dmu.edu](mailto:accounting.payables@dmu.edu).
  - b. Honorarium will be processed through the accounts payable system after completion of the event. Taxes may be withheld per accounting policy.
  - c. Expenses will be reimbursed by DMU after receipts have been received. Reimbursement will be in accordance with the DMU [Travel – Non-DMU Personnel](#) policy, which should be conveyed to the guest speaker at the time of the invitation.
4. If the invited speaker does not fulfill their obligations by either canceling or not arriving for designated lecture time, the honorarium will be forfeited.

## REIMBURSEMENT OF EXPENSES POLICY AND

# PROCEDURE

DMU, the joint provider, or designated educational partner must pay directly any reimbursement of out-of-pocket expenses in compliance with this policy and procedures document. For Regularly Scheduled Series (CME activities), DMU will only reimburse expenses if an outside expert is invited as a guest speaker. DMU faculty are not reimbursed for expenses related to their participation in a CME activity if the activity is held at DMU.

Reimbursement of expenses are paid according to the [Travel - Local Regulations](#) and [Travel - Non-DMU Personnel](#) policies. The policies include information on making travel arrangements, expense guidelines, meals, mileage, air travel, per diem rates, lodging, and travel expense voucher preparation and reimbursement. Expenses related to DMU activities must be supported by receipts documenting the expenditures.

## RELATED POLICIES AND DOCUMENTS

1. [Conflict of Interest Policy – CME Programs](#)
2. [Travel – Local Regulations](#)
3. [Travel – Non-DMU Personnel](#)
4. [Gift Acceptance Policy](#)
5. [Travel Expense Voucher](#)
6. [Conflict of Interest and Commitment Policy](#)

## CME – SUPPLEMENTAL INFORMATION JOINT PROVIDERS

When DMU CME enters into a joint provider agreement, the joint provider must comply with this policy. If the joint provider is responsible for handling the budget, the joint provider may set its own policies for reimbursements, with prior approval of the DMU CME Director.

## REFERENCES

- A. [Accreditation Council of Continuing Medical Education \(ACCME\) Standards for Commercial Support: Standards to Ensure Independence in CME Activities](#)
- B. [American Osteopathic Association \(AOA\) Accreditation Requirements Category 1 CME Sponsors](#)
- C. [Iowa Board of Nursing 655 Iowa Administrative Code, Chapter 5](#)
- D. [Council on Podiatric Medical Education Standards and Requirements for Approval of Providers of Continuing Education in Podiatric Medicine](#)

## Approved By:

Angela Franklin, Ph.D., President

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## Attachments

No Attachments

## Approval Signatures

Approver	Date
Angela Franklin	01/2020
Mark Peiffer	01/2020

## Applicability

Des Moines University

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