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OCME Policy Faculty Reimbursement

Reimbursement for out of pocket expenses incurred by course faculty during accredited activities is customary but not mandatory and is at the discretion of the course director and/or planning committee. Reimbursement forms are to be submitted to the OCME for payment no later than 30 days after the conclusion of a CME activity. Under rare circumstances the 30-day cutoff may be extended at the discretion of the Director of OCME on a case by case basis. A letter requesting consideration with supporting documentation must be provided.

University and IRS tax policies regarding reimbursement for out of pocket expenses apply. At no time may the reimbursement money be paid directly by a commercial interest to a speaker or course director or planning committee member. All money from commercial interest must be received and managed by the Office of CME.

Approved by Advisory Board October 17, 2006