

Keck School of Medicine of USC

Office of Continuing Medical Education

CME PROGRAM FACULTY REIMBURSEMENT POLICY

INTRODUCTION:

Individuals who participate as activity faculty in the Keck School of Medicine's (KSOM) Continuing Medical Education programs may incur expenses to enable their participation. The following policy will explain how KSOM Office of Continuing Medical Education can reimburse activity faculty for expenses incurred as a result of participation.

POLICY:

The following represent expenses that may qualify for reimbursement.

- Airfare (Coach)
- Hotel Accommodations
- Ground Transport
- Parking

Other expenses may be considered for reimbursement by the Course Director. All reimbursements must fall within the guidelines of the USC University policy on reimbursement.

As an Accreditation Council for Continuing Medical Education (ACCME) accredited provider the Office of CME abides by the ACCME's Standards for Commercial Support (SCS) as they apply to reimbursements.

Standard 3.8: The provider, joint provider, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expense in compliance with the provider's written policies and procedures.

Standard 3.10: If teachers or authors 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 expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

PROCEDURE:

All reimbursement claims must be filed within 60 days from the close of the CME activity.

All reimbursement claims must be accompanied by a copy of all original receipts.

All reimbursement claims for expenses that fall outside of those that typically qualify for reimbursement must be accompanied by written authorization from the Course Director (and/or KSOM leadership if necessary) for the expense.