

### **Purpose**

The Policy on Faculty Reimbursement for Travel and Accommodations exists to provide guidance to staff, faculty and joint providers in order to comply with the ACCME's Standards for Commercial Support, as well as internal NYU School of Medicine policies regarding payments to faculty.

### **Policy**

Planners, presenters and authors shall be paid reasonable and customary honoraria rates and reimbursed for out-of-pocket expenses for travel related expenses including coach fare ticketing. Standard lodging may be reimbursed and per diem meal allotment provided (not to exceed \$100 total per day), should the course director approve (ACCME SCS 3.7) [See Policy on Commercial Support and Policy on Faculty Honoraria].

- Generally, these reimbursements will be limited to guest faculty. However, NYU School of Medicine (SOM) faculty may receive reimbursement for parking when activities at the NYU School of Medicine take place on weekends or when activities take place outside of NYU SOM's local geographic area (50-mile radius).
- All planners, presenters and authors will be required to complete documentation for reimbursable expenses. All payments to guest faculty are made directly by the NYU SOM, joint provider or designated educational partner, with the full knowledge of NYU SOM.
- As described in the faculty letter, no other payments will be made to the course director, planning committee members, faculty, joint provider or any others involved with the supported activity beyond those described in this and the Faculty Honoraria policy. (ACCME SCS 3.9).
- Commercial support may not be used to pay for travel, lodging, honoraria or personal expenses for non-teacher or non-author participants (ACCME SCS 3.12).
- As NYU SOM CME policy, commercial support is not used to pay for travel, lodging, honoraria, or personal expenses for faculty, bona fide employees and volunteers of the provider, joint provider or educational partner (ACCME SCS 3.8-3.10; 3.12).
- Commercial Support may be used to pay for scholarships for medical students, residents or fellows to attend CME activities. Only the academic institution to which the recipient belongs may decide who is awarded the scholarship.