

## Policy Governing Honoraria and Reimbursement of Out-of-Pocket Expenses

As an accredited provider of *AMA PRA Category 1 Credit™*, the Pennsylvania Medical Society (PAMED) adheres to the following policy governing honoraria and out-of-pocket reimbursement for planners, teachers, and authors of CME activities:

1. PAMED, its approved joint provider, or educational partner must pay directly any teacher or author honoraria or reimbursements of out-of-pocket expenses; furthermore, **no other expenses** related to the educational activity may be paid directly by any ineligible company.
2. Internal and external benchmarks will be used to set honoraria at reasonable levels.
3. Reimbursement for out-of-pocket expenses must comply with PAMED's, their approved joint-provider's, or their educational partner's written accounting policies and procedures.
4. 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.
5. PAMED, its approved joint provider, or educational partner will not use commercial support to pay for travel, lodging, honoraria, or personal expenses for nonteacher or nonauthor participants of a CME activity. Commercial support may be used to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of PAMED, its approved joint provider, or educational partner.
6. PAMED, its approved joint provider, or educational partner will maintain accurate documentation detailing the receipt and expenditure of all commercial support including signed Commercial Support Letters of Agreement as well as income and expenses of the educational activity for a period of 6 years.
7. PAMED will require a standardized "Financial Report" be submitted by any approved joint provider or educational partner at the conclusion of a Category 1 CME activity.