

MDCMA Faculty Honoraria and Reimbursement Policies

The Miami-Dade County Medical Association (MDCMA) accepts that it is appropriate to pay CME faculty honoraria for legitimate services rendered, and to reimburse reasonable, agreed-upon travel, lodging, and meal expenses of these faculty members. The amount of honoraria will not be influenced by commercial interests or other financial contributors to the activity. In addition, under no circumstances will commercial support be used to compensate or reimburse non-faculty persons involved with a CME activity (e.g. attendees, etc.).

The MDCMA, as a CME provider accredited by the Florida Medical Association, will determine the amount of honoraria paid to MDCMA speakers using the following criteria:

- Budget established for the CME activity
- Role the speaker will assume (length and depth of presentation; required prep time)
- Membership status of proposed faculty
- Market value (what similar faculty generally request)
- Expertise and status of proposed faculty
- Location of proposed faculty (travel time required)
- Amount of revenue (registration fees, commercial support, etc.) received to support the CME activity
- Number of expected participants

Payment of honoraria will generally range between \$0 and \$2500. MDCMA staff in consultation with the physician planners for each activity will determine the honoraria paid to each CME speaker. Any honorarium exceeding \$2500 must be approved by the MDCMA CME Committee Chair in consultation with the MDCMA Managing Director.

Reimbursement of travel expenses for CME speakers will be in compliance with the guidelines established by the MDCMA CME Committee as described below.

MDCMA Business Travel Reimbursement Guidelines

Travel reimbursement requests must be submitted within 90 days after date of travel using the MDCMA [Travel Authorization and Reimbursement Request](#) form.

- 1. Transportation-** Air travel is reimbursed only at tourist/coach rate. Charges for a private plane are reimbursable at the lowest commercial tourist/coach rate. Members may purchase airline tickets directly from an airline company or the travel agent of their choice. Ground transportation is reimbursed at the current IRS rate per mile, or a rental car, whichever is less. Taxi fare, when public transportation is not reasonably available, is reimbursable and must be receipted.
- 2. Lodging -** Reimbursement for lodging is limited to one night for meetings not more than one day in duration, two nights for two day meetings, and three nights for three day meetings.
- 3. Individual Meals -** For individual travel on Association business, an individual may be reimbursed for meals up to, but not more than \$75 per day (receipts are required), except in situations where meals are provided.
- 4. Receipts-** For reimbursement, receipts must be submitted for all expenditures including commercial transportation fares, hotel bills, meals and any other receipted expenditure.
- 5. Spouses and guests -** The expenses of spouses and guests are not reimbursable.

The MDCMA will provide this policy to joint providership partners so that each may employ similar parameters when determining the amount of speaker honoraria. Partners are required to agree that commercial support may not be used to compensate or reimburse non-faculty persons involved with a CME activity (e.g. attendees, etc.).