



Faculty Reimbursement Guidelines for Direct- and Joint-Providership of CME Activities

In accordance with the ACCME's Standards for Commercial Support, all faculty reimbursements must adhere to the following requirements:

1. All honoraria or reimbursement payments must be made directly from either the AAAAI or an educational partner, not from a commercial sponsor.
2. No payments in addition to the stated honoraria and/or reimbursement may be made to faculty or planning committee members of the activity, from either the educational partner or other sources.
3. Faculty can be reimbursed for their participation as faculty in the activity only. If a faculty member chooses to participate in an activity as a learner, beyond the scope of his or her responsibilities as a faculty member, no reimbursement may be made for this time or involvement.

AAAAI requires that reimbursement to faculty be provided in a consistent manner based on clearly identified criteria. Although individual honoraria and reimbursements will be influenced by a number of factors, such as the scope of the individual's participation in the activity and the operating budget of the programming organization, AAAAI recommends the following guidelines be followed:

1. Honorarium: \$250 - \$1,500 depending on the scope of the individual's participation
2. Hotel: provide up to two nights' accommodations for a single day of commitment. If a speaker is presenting multiple times during a multi-day event, this can be extended to provide one night's hotel stay for each day of service as a presenter.
3. Travel: round-trip coach airfare from the faculty member's home to the location of the activity (up to \$500 domestic or \$1,500 international) OR mileage based on the IRS mileage rate at the time of the activity (for 2016, \$0.54/mile)
4. Meals and Expenses: the US General Services Administration's "Per Diem Rates" define a range of reimbursement rates, determined by costs in individual cities; these amounts should be used as a guideline and adjusted depending on the provision of meals as a part of the activity. See www.gsa.gov for the current rates.

Reimbursement of planning committee members should follow the standards for faculty honoraria and be based on the scope of the individual's involvement in the planning process.

If the activity in question is an enduring material developed from a live activity, the preparation of the enduring material should be considered as a separate activity.

Reviewed and approved by the Board of Directors, November 3, 2007/Updated February 22, 2016