

SIU School of Medicine
Policy for the Reimbursement of Necessary Expenses
Related to CME Activities

Honoraria for guest faculty* will be set by the course director upon the recommendation of the course planning committee. The speaker's background, the usual honorarium for the discipline, and other relevant facts will be considered. Honoraria should fall within the following ranges:

Junior Faculty (lecturers, researchers, assistant professors, equivalent):
\$250 to \$750 per activity

Senior faculty (associate professors, professors, equivalent):
\$750 to \$1500 per activity

Special Recognition Faculty (nationally and internationally recognized leaders in the field)
\$1500 to \$2500 per activity

Exception: In those cases where the guest faculty's participation is more extensive than one or two one-hour presentations, a higher honorarium may be offered. Examples would include speakers who present a seminar or workshop lasting several hours, or a guest faculty who teaches skills courses.

The SIU School of Medicine, joint sponsor or the designated education partner must pay the honorarium, travel expenses, and reimbursement of other allowed out-of-pocket expenses for the faculty directly. Pharmaceutical companies and device manufacturers may not make direct payments to the speaker or pay expenses of the speaker. No additional payment shall be given to the director of the activity, planning committee members, speakers, joint sponsors, authors, or any others involved with conducting the activity.

*SIU School of Medicine Faculty do not receive payment for serving as planners or speakers at SIU School of Medicine-sponsored CME activities. They may be reimbursed for expenses incurred, such as transportation, lodging, and meals, following State of Illinois Policies and Procedures. (Note: please consult the travel guide for state employees at www.state.il.us/cms for allowable expenses and limitations.)

Revised 8/30/06
Revised 4/24/07