

**POLICY ON HONORARIA AND REIMBURSEMENT  
FOR SPONSORED CME ACTIVITIES**

1. Existing SUNY and institutional policy applies:
  - A. SUNY defines an honorarium as:
    - (1) A payment, fee or other compensation received as a gratuity, award or honor, e.g. for delivering a speech, writing or authoring an article or publication; and/or for travel expenses incurred (including lodging).
    - (2) SUNY does not allow SUNY academics or professional employees to charge a fee to (receive an honorarium from) their home campus.
    - (3) The educational mission of the medical school lies in three areas of physician education: medical students, residency training and the continuing education of physicians. A faculty member's teaching efforts in these three areas are considered part of their official duties.
2. Invited presenters or authors of OCME certified CME activities may be paid honoraria after completion of the CME activity, by the OCME or its designate, e.g. medical school department.
3. The OCME certified CME activities for which honoraria are paid must be compliant with all ACCME policies for accreditation, including the ACCME Standards for Commercial Support.
4. The amount of honoraria should be reasonable, as determined by the medical school's CME Advisory Committee\* and consistent with relevant institutional policy. Honoraria for invited faculty should be based on:
  - a) Importance of presenter to the educational goals and objectives of the program.
  - b) Reputation and CV of proposed faculty member(s).
  - c) Time away required from home institution to join faculty of program.
  - d) Funds available from grants and/or institution. However, the amount of honoraria should not be influenced by representatives of industry or other financial contributors to activities.
  - e) Possible effect on honoraria for other faculty.
  - f) Reimbursement to faculty may be made for reasonable out of pocket expenses for travel, lodging and meals on receipt of itemized receipts, consistent with institutional policy, e.g. coach air travel.
5. Honoraria above the upper amount identified as reasonable by the CME Advisory Committee\* should be authorized by the Department Chair or his/her designate.

\*As a guideline for determining reasonable honoraria, the CME Advisory Committee approved \$2,000.00 as the upper limit for presentations of approximately 1.5 hours or less.