

Honoraria and Reimbursement Policy

ACCME requires written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors. Additionally, the provider, the joint provider, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures.

Joint providers have the option of using the ABQAURP policy (outlined below) or another policy. If using another policy, a copy must be provided with the application for accreditation.

ABQAURP Honoraria & Reimbursement Policy

As a member supported, non-profit organization, ABQAURP requests a speaker's expenses be covered by their own organization. If expenses are not covered by the speaker's organization, prior approval must be received by ABQAURP. ABQAURP reserves the right to find a replacement speaker. If an activity receives commercial support, ABQAURP enforces the ACCME procedure to verify commercial support funds designated for honoraria and expenses, as outlined in the "Written Agreement for Commercial Support." ABQAURP must maintain/receive a detailed reconciliation of the commercial support funds at the conclusion of the activity. Honoraria and expenses are paid from the net revenue of the activity. If a JP organization does not have its own policy, it is encouraged to use ABQAURP's policy.

The Chairman of the Board must approve any changes to the following for ABQAURP Board of Directors. The Chief Financial Officer must approve any changes to the following for ABQAURP staff.

1. Airfare
 - a. Reimbursable expenses
 - i. 21-day advance purchase
 - ii. Coach airfare
 - b. Non-reimbursable expenses
 - i. Less than 21-day advance purchase
 - ii. First class airfare
 - iii. Additional* &/or overweight baggage fees
*Additional applies to more than one standard luggage piece
2. Lodging
 - a. Reimbursable expenses
 - i. Standard room at host hotel
 - ii. Length of speaking engagement stay (usually 1 night)
 - b. Non-reimbursable expenses
 - i. Phone charges
 - ii. Internet charges
 - iii. Movies
 - iv. Alcohol
 - v. Mini-bar items
 - vi. Business center expenses
3. Transportation to/from airport
 - a. Reimbursable expenses
 - i. Personal vehicle – mileage to/from airport (current standard IRS rate)
 - ii. Airport shuttle
 - iii. Hotel shuttle
 - iv. Standard taxi service
 - v. Rental vehicle – economy class only (only applicable for Board & Staff members)
 - b. Non-reimbursable expenses
 - i. Limo service
 - ii. Rental vehicle – any other class above economy

4. Meals & Entertainment
 - a. Reimbursable expenses
 - i. Business related (following items must be detailed on the expense report)
 1. Where
 2. With whom
 3. Business purpose
 - ii. \$60/day maximum
 - b. Non-reimbursable expenses
 - i. Alcohol
5. Honoraria
 - a. ABQAURP requests speakers to waive all fees
 - b. Prior approval required to pay honorarium
6. Miscellaneous Expenses
 - a. Tips (not to exceed 20% of documented expense)
 - i. Airport
 - ii. Transportation
 - iii. Hotel

ABQAURP requires all expense reports to be submitted within 10 business days following the activity.