**American College of Emergency Physicians**

**Honoraria and Reimbursement Policy**

This policy is designed to permit the American College of Emergency Physicians (ACEP) faculty, authors, planners, course directors, reviewers, editors and other individuals involved in CME activities to be paid and/or reimbursed for their contribution to the College’s continuing medical education (CME) products and programs.

**Honoraria**

Honoraria may be paid for the following services:

* Participation as faculty in or planning of CME activities
* Development of educational Web pages
* Authoring articles, manuscripts, and monographs
* Creation of videotapes, audiotapes, CD-ROMs and DVDs
* Development of home/independent study CME activities
* Review of the content of a CME activity
* Oversight of a CME activity
* Serving as author or editor of articles, manuscripts, monographs, educational Web pages or online learning, or other CME activities

The amount of honoraria and per diem paid may be based on the size and scope of the activity, CME activity budget, and/or notoriety or expertise of the individual.

**Royalty**

With certain products, especially publications, ACEP or its designated joint sponsor may enter into a royalty agreement with authors, editors, and/or publishers. The royalty amount will generally be based on a percentage of product sales for a specified period of time.

**Documentation**

Honoraria or royalties paid to editors, authors, faculty, and/or planners\* of CME activities will be clearly documented in written agreements and/or reimbursement letters.

\*Planners are defined as activity/course directors, planning committee members, and staff that are involved in the planning and delivery of CME activities. Staff are not eligible to receive honoraria.

**Reimbursement of Out-of-Pocket Expenses**

In accordance with the ACCME Standards for Commercial Support, reimbursement may be made for reasonable out-of-pocket expenses in the form of a per diem or for actual expenses when receipts are submitted, and may include:

* Airfare or railway ticket cost
* Hotel accommodations
* Food and beverages
* Airport transportation
* Mileage

**Conference Registration Fee Waivers**

Faculty, activity/course directors, and planners may also receive waived/complimentary registration for the CME activity for which they have/are providing services.

**Complimentary Enduring Materials**

Authors/editors of enduring CME activities may also receive complimentary copies of the CME activity/product for which they have/are providing services.

**Method of Payment**

Honoraria will be paid by ACEP unless the activity is jointly sponsored, and it has been agreed that the joint sponsor will pay the honoraria and/or per diem directly. Payment will be made directly to the individuals by ACEP or its designated joint sponsor.

**IRS Reporting**

ACEP or its designated joint sponsor will issue 1099’s in accordance with Internal Revenue Service guidelines.