

Continuing Medical Education

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COLLEGE
OF MEDICINE

Reimbursement for Travel and Related Expenses Policy

- Individuals who participate in the planning, development, or presentation of CME activities may be reimbursed for reasonable travel expenses related to their role in the activities.
- It is not permissible to use commercial support to reimburse learners for travel related to a CME activity.
- In the case of directly sponsored CME activities, ones developed by the University of Arizona College of Medicine (the Accredited Provider), travel reimbursement must comply with [University of Arizona Travel Policies](#).
- In the case of jointly sponsored activities, where the joint sponsor manages travel reimbursement funds, we expect the joint sponsor to follow policies substantially similar to those of the University of Arizona.
- All commercially supported travel reimbursement must be documented and reported to us upon completion of the CME activity.
- Reimbursement policies and procedures should be communicated to the affected individual(s) before the travel occurs.

Use of Commercial Support to Pay Travel Expenses

It is permissible to use commercial support funds to pay for the travel expenses of CME planners, developers, or presenters. THESE FUNDS MUST BE PAID TO THE PROVIDER OR JOINT SPONSOR. They may *not* be paid directly to the individual by the commercial interest. This is a requirement of ACCME Standard 3.8 (*The provider, the joint sponsor, 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.*).