



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Office of Continuing Medical Education

*Paul L. Foster School of Medicine*

### *CME Operating Policy and Procedure*

**SOM OP: Reimbursement of Expenses**

**PURPOSE:** The purpose of this policy is to provide guidance to activity planning committee directors and members, CME staff and program faculty for the reimbursement of expenses related to continuing medical education (CME) activities.

**REVIEW:** This policy will be reviewed Sept. 1 of every odd-numbered year by the director of CME. If a revision to the policy is recommended, the CME Committee will review and approve changes.

**POLICY/PROCEDURE:**

**1. Policy**

It is the policy of the Office of CME to pay reasonable expenses incurred by individuals in the planning and production of CME activities.

**2. Procedures**

- a. The Office of CME, other TTUHSC El Paso departments, educational partners or joint sponsoring organizations shall reimburse out-of-pocket expenses to course directors, CME staff, planning committee members and presenters of CME events.
- b. Commercial support, through an unrestricted educational grant, may be used to pay for travel, lodging, honoraria or personal expenses for employees and volunteers of TTUHSC El Paso, joint providers or educational partners.
- c. Any expenses incurred shall be reviewed and approved by the Office of CME and the planning committee director of the CME activity prior to reimbursement.
- d. The planning committees shall follow relevant TTUHSC El Paso policies and procedures.

**3. Restrictions**

- a. No program faculty for CME activities shall receive payment for expenses directly from a commercial interest.
- b. No other payment from external sources may be given to planning committee directors or members, program faculty or any others involved with the activity.