

**AAPM&R Honoraria and Reimbursement Policy**

Participation in AAPM&R educational activities is voluntary. Serving as course director or faculty for an AAPM&R educational activity requires considerable time and effort. The AAPM&R gratefully recognizes this contribution of its faculty. An honorarium is a one-time payment made to an individual as recognition of their contribution in an Academy educational activity.

Honorarium amounts are determined by the Medical Education Committee (MEC), using factors such as course type (i.e. hands-on), length of the course, and level of participation.

**The AAPM&R will pay honoraria in accordance with the below *maximum* amounts:**

|  |  |  |
| --- | --- | --- |
| **Course Type** | **Course Directors** | **Faculty**  **(MD and Non-MD)** |
| Annual Assembly Pre-Course (full participation) | $1,500 | $1,000 |
| Annual Assembly Pre-Course (table training only) | N/A | $500 |
| Annual Assembly Invited Sessions (Non-Physiatrist) | $300/session; maximum of $1000/day | |
| Annual Assembly Invited Sessions (Physiatrist): 8 – 12 hours | ½ off AA Registration (early bird) | |
| Annual Assembly Invited Sessions (Physiatrist): More than 12 hours | AA Registration will be waived | |
| Stand-alone courses | $1,500 | $1,000 |
| Stand-alone courses (participation as table trainer only) | N/A | $500 |
| Webinars | N/A | N/A |

\*\* Note, invited sessions include skills labs, learning center and didactic sessions developed by the Program Planning Committee (i.e., not submitted through the call for proposals).

A higher honorarium amount may also be approved on a case-by-case basis, based on the specific needs of the course, the unique expertise or qualifications of the faculty that is requested, or if a new course type is implemented. Alternative honoraria requests must be submitted by the course directors for review by the MEC Chair and, if needed for budgetary purposes, the treasurer.

Faculty who agree to participate in an AAPM&R educational activity are obligated to make reasonable efforts to meet deadlines for submitting CME materials and participate in the course itself. Honoraria may be reduced or even withheld from course faculty if the directors report that the faculty did not meet their obligations. In instances where a course director does not fulfill his or her obligations, the MEC Chair and the President will review the appropriateness of paying full honoraria to the course director.

Honoraria is not provided for the development of enduring materials, but may be approved for specific products. In lieu of an honorarium, complimentary access may be provided to the authoring faculty, but will need prior approval.

Honoraria will not be provided for journal or manuscript review CME.

All honoraria will be paid directly by AAPM&R (or a designated educational partner), following the faculty member’s participation in the activity. All faculty members are required to attest that they have not and will not accept any honoraria, additional payments or reimbursements directly from a commercial entity for their participation in an AAPM&R CME activity.

**Reimbursable Expenses for Annual Assembly Pre/Post-Courses and Stand-alone Courses Include:**

*All Faculty:*

* Hotel accommodation that is commensurate with participation as faculty during the activity.
* Up to $70/day reimbursement for meals and tips (receipts must be submitted)
* Up to $160 total reimbursement for ground transportation (receipts must be submitted)
* Airfare/Mileage:
  + *AA Pre/Post-Courses*: Only Non-Physiatrist faculty will receive airfare/mileage reimbursement (maximum airfare dollar amount to be provided in faculty letter and car mileage based on prevailing government rate).
  + *Stand-alone courses:* All faculty will receive airfare/mileage reimbursement (maximum airfare dollar amount to be provided in faculty letter and car mileage based on prevailing government rate).

**Reimbursable Expenses for Participation During the Annual Assembly Include:**

*Members and all Non-Member Physiatrists*

* Reimbursement for expenses is not provided.

*Non-Physiatrist*

* Hotel accommodation that is commensurate with participation as faculty during the activity.
* Up to $70/day reimbursement for meals and tips (receipts must be submitted)
* Up to $160 total reimbursement for ground transportation (receipts must be submitted)
* Airfare/mileage will be reimbursed (maximum airfare dollar amount to be provided in faculty letter and car mileage based on prevailing government rate)
* Waived registration for Annual Assembly

*Reviewed January 2017 by CME Committee*

*Approved February 2017 by Board of Governors*