TRAVEL EXPENSE REIMBURSEMENT FOR CME ACTIVITIES
OCME STAFF, SUBCONTRACTORES AND FACULTY
(OCME POLICY 1.11)

EXPLANATION
Travel expenses are reimbursed out of the activity income for faculty and OCME staff or subcontractors required to support the activity. Departments may bring additional staff, but travel reimbursement will be paid by the host department. Compensation agreements describe the extent to which expenses will be covered for faculty. All travelers are expected to provide documentation in the form of original receipts. Credit card statements cannot be substituted for original receipts. Final approval of expense reimbursement is determined by OCME in collaboration with the course chair. Travel expenses may include air fare, car rental, tolls, parking, taxi, shuttle service, tips, and meals. Other expenses must be preapproved by OCME and the course chair.

POLICY
Travel payments are processed in compliance with University policies and the ACCME Standards for Commercial Support regarding appropriate use of commercial support.

- Payments for out-of-pocket travel expenses incurred by OCME staff and/or subcontractors and faculty must be processed by the OCME according to compensation agreements based on the activity budget.

- Commercial interests may not provide other payments to the activity director, planning committee members, teachers, joint sponsor or any others involved with the activity.

- Travel reimbursement coincides with teaching responsibilities at the activity. Travel expenses are reimbursed according to University policies:
  - Round trip coach airfare for faculty only; travel expenses for guests/family members are not reimbursed. No part of first class airfare will be reimbursed.
  - Mileage is reimbursed per mile round trip from home or business to conference site based on confirmation of mileage (e.g. MapQuest).
  - Reimbursement for meals is allowed for meals not provided during the activity. Original itemized receipts are required for food.
  - Original receipts must be submitted to OCME with UCDHS travel forms within 21 days from the end of the activity.

- Hotel room plus tax, resort fees, and/or parking are paid on the UCDHS master bill for:
  - Dates corresponding with the faculty’s presentation
  - One or two days before or after the activity if travel options (i.e. flight times) do not match the arrival/departure times required for presentations

- Hotel expenses may not be paid on the UCDHS OCME master bill for:
  - Additional incidental expenses or accommodations for presenters’ guests
  - Dates when the presenter does not appear on the activity schedule or dates when the presenter attends as a learner