

## **Honoraria Policy for Stanford Continuing Medical Education Activities**

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This document specifies the honoraria policy for Continuing Medical Education (CME) activities certified by the Stanford University School of Medicine. Stanford faculty who participate in CME activities certified by other CME providers are obligated to comply with relevant sections of the [Stanford Faculty Handbook](#), [Research Policy Handbook](#), and the [Policy and Guidelines for Industry Interactions](#).

### **Compensation and Reimbursement**

#### **1. Compensation for Stanford Employees**

An honorarium is supplemental personal compensation. Stanford employees may be paid honoraria for participating in Stanford CME activities. Granting of an honorarium must be approved by the recipient's department and by Educational Programs and Services (EPS). Honoraria greater than \$1,000 for CME activities are appropriate only for exceptional effort or in exceptional circumstances. Such honoraria must first be approved by the Associate Dean for Postgraduate Medical Education. For those employees who are Stanford faculty members, their academic enrichment accounts may be used to receive this compensation. Discretionary expenditures from these accounts must follow University rules.

Payment of honoraria or supplements to academic enrichment accounts to Stanford employees is contingent upon adequate funds being available after all course expenses have been met.

Expenses related to participation in a CME activity (e.g. out-of-pocket travel, meals, and lodging) will be reimbursed. All pertinent rules and regulations set by Stanford University apply (such as per diem limits and mileage reimbursement rates). For details, see [Administrative Guide Memo 5.4.2](#) on Travel Expenses and the Stanford Controller's Office information on [Travel Expense Reimbursement](#).

#### **2. Compensation for Non-Stanford Employees**

Non-Stanford employees may receive honoraria in addition to reimbursement of their customary travel expenses in accordance with Stanford guidelines. An honorarium of up to \$1,000 per CME teaching day may be awarded, up to a maximum of \$2,000 per CME activity.

Course directors and/or the pertinent planning committee will set the actual honorarium amount. Factors to be considered in setting an honorarium include the individual's background, the usual level of honoraria for the discipline, the effort entailed, and available funding. In addition, it is expected that travel, meals and lodging expenses of visiting CME faculty will be reimbursed. All pertinent rules and regulations set by Stanford University will apply (such as per diem limits and restriction to coach class on airline flights).

The Associate Dean for Postgraduate Medical Education must approve honoraria for non-Stanford employees that exceed the specified limit.