

Main Line Health
Lankenau Medical Center, Bryn Mawr Hospital, Paoli Hospital, Riddle Hospital
CME Policy & Procedure Manual

CONTINUING MEDICAL EDUCATION PROGRAM

No. CME-15.04

SUBJECT:	Reimbursement	Written	March 2007
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Policy: As stewards of funds designated for continuing medical education (CME) activities, Main Line Health's Continuing Medical Education Program reimburses speakers at CME activities in accordance with generally accepted practices as outlined below.

Travelers are expected to exercise good judgment in their use of medical education funds. Travel Expenses for Non-System Employees, such as guest speakers, are subject to the same policies pertaining to System employees.

Hotel Reimbursement: Itemized hotel statement is required

Hotel will be reimbursed at the single occupancy, corporate standard room rate currently in effect. Upgrades to suites or club floor will be at the speaker's own expense. If a spouse or guest shares the room, only the single occupancy charge will be reimbursed. Sleeping room expenses will be reimbursed for the duration of a meeting only. Payment of additional night(s) for personal or non-CME related business is the speaker's responsibility. If hotel rates are lower than the corporate rate, speaker will be reimbursed according to the receipt presented. An itemized hotel statement must accompany the reimbursement voucher. Credit card receipts are not sufficient to document hotel charges. Reimbursement for lodging in private homes (e.g. a relative's or friends home) will not be made.

Air Far Reimbursement: Original tickets/passenger receipts must be presented

Speaker will be reimbursed at coach rate with at least 14 days advance reservations made by the most direct or economical route from point of origin to destination. Additional expenses and last minute coach prices are at the speaker's expense unless prior approval of the CME office is obtained. Travelers may make their own arrangements for discounted fares at the lowest coach-class airfare. Original tickets/passenger receipts must be submitted with the reimbursement voucher. Travelers whose itineraries combine CME activities with non-CME destinations should obtain a round-trip fare quotation to the site of the CME function from designated travel agency prior to travel. Reimbursement for a multiple destination airfare will not exceed the cost of this round trip fare quotation. **Upgrades to first class are not reimbursable.**

Rail Travel: Original tickets/passenger receipts must be presented

If the traveler prefers rail travel, the CME office will reimburse the cost of rail fare (coach rate) via the most direct route, not to exceed travel costs which would be incurred for prevailing discounted airfare.

Ground Transportation: Receipts must be presented

Speaker will be reimbursed for the most appropriate means of ground transportation to and from the airport/railway station at the point of origin and at the destination. Receipts must be submitted for reimbursement.

Private Auto

Travelers who choose to use their own automobiles will be reimbursed for the actual miles driven. However, where air travel is more appropriate, the amount reimbursed for driving shall not exceed the costs to the coach airfare and ground transportation costs to the destination had air travel been used. The traveler must attach documentation to the Report of Travel Expenses that the reimbursement requested is the lower of driving versus coach airfare.

1. Use of a traveler's automobile will be **reimbursed at the current IRS mileage rate**. New rates will be published each year after the IRS publishes updated rates. This rate covers all automobile expenses, including gasoline and oil.

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2. Reimbursement for two or more persons traveling in the same automobile shall be limited to the mileage reimbursement paid to the driver.
3. Parking and tolls will be reimbursed with appropriate documentation.
4. MLH will not reimburse for violations such as parking tickets, fines for moving violations, etc.

Auto Rental

Reimbursement costs for rental autos require prior approval. Individuals will be authorized to use rental cars only when they represent the most practical and economical means of out of town transportation. The optional collision insurance is not reimbursable. All liabilities incurred are at the traveler's expense.

Taxicabs/Airport Shuttles

Transportation services will be reimbursed.

Tips

Tips for service are reimbursable up to a maximum of 20% of the total bill.

Travel Insurance

Travel insurance expense is not reimbursed.

Meals: Receipts Required

\$75 (including tip) per day maximum and only for meals not provided at the conference. **Itemized receipts** are required and speaker will be reimbursed for the actual amount of the meals including gratuity (max 20%) and tax. **Main Line Health does not reimburse for alcohol consumption.** Such expense should be paid for separately or by means of cash.

Miscellaneous Expenses

Miscellaneous expenses such as reasonable gratuity, taxi fares, **in-room Internet**, and airport parking charges **are covered** and should be shown on the travel reimbursement voucher on the appropriate line and include a receipt when possible.

Personal Expenses

Expenses of a personal nature are not authorized for reimbursement. These include, but are not limited to:

- unauthorized extended stays at the hotel
- additional travel, hotel, meal, and incidental charges for other family members or guests
- travel expenses incurred for business related to other organizations
- personal incidental expenses, including cleaning, laundry, **in-room video**, health club or sports fees, mini-bar service
- basic laundry services will not be reimbursed
- toiletries/pharmaceutical items
- **alcoholic beverages**
- miscellaneous entertainment

Procedure

For reimbursement, speakers must fill out the attached Reimbursement Voucher with receipts attached and return to the appropriate CME Department. Original receipts are required for all transportation (excluding personal auto mileage), lodging expenses and meals regardless of amount, as well as all other expenses of \$5 or more. These should be completed and returned to the appropriate CME Department within 30 days following the travel event. Reimbursement generally follows within three weeks of receipt of your expense reimbursement voucher.