

HONORARIA AND OUT-OF-POCKET EXPENSE REIMBURSEMENT FOR CACME PRESENTERS

Honoraria

Policy on Honoraria - The CACME Executive Committee will decide how much honorarium a speaker is paid. This will be determined on a case-by-case basis. An honorarium shall not exceed \$2000.

While the amount of honorarium will be determined on a case-by-case basis, the following considerations and guidelines shall apply:

1. Honoraria is typically reserved for keynote speakers.
2. An honorarium payment shall not exceed \$2000 per speaker.
3. Speaker Qualifications such as credentials, expertise, knowledge, speaking skills, and publications will be considered.
4. Distance and time of travel.
5. Number and Length of Presentation(s) being delivered.

Reimbursement for Out of Pocket Expenses

Policy – The CACME Executive Committee will decide what out-of-pocket expenses will be reimbursed to speakers. Out-of-pocket expenses will be approved and paid by the treasurer, after the speaker has submitted the appropriate expense reimbursement request form.

The following out-of-pocket expenses will be reimbursed to speakers upon submission of an expense report:

Air travel – coach only.

Ground transportation – reasonable rental car rates or mileage at the current federal government mileage reimbursement rate.

Lodging – one guest room for the required number of nights necessary at the conference hotel. (Additional rooms for family or friends will not be paid for by CACME.)

Reasonable meals.