

Keck School of Medicine of **USC**
Office of Continuing Medical Education

CME PROGRAM FACULTY REIMBURSEMENT POLICY

INTRODUCTION:

Individuals who participate as program faculty in the Keck School of Medicine's (KSOM) Continuing Medical Education programs may incur expenses to enable their participation. The following policy will explain how KSOM Office of Continuing Medical Education can reimburse program faculty for expenses incurred as a result of participation.

POLICY:

The following represent expenses that may qualify for reimbursement.

- Airfare (Coach)
- Hotel Accommodations
- Ground Transport
- Parking

Other expenses may be considered for reimbursement by the Course Director. All reimbursements must fall within the guidelines of the USC University policy on reimbursement.

PROCEDURE:

All reimbursement claims must be filed within 60 days from the close of the CME Program.

All reimbursement claims must be accompanied by a copy of all original receipts.

All reimbursement claims for expenses that fall outside of those that typically qualify for reimbursement must be accompanied by written authorization from the Course Director (and/or KSOM leadership if necessary) for the expense.