

3364-82-01 CNE honorarium policy.**(A) Policy statement**

Specific procedures must be followed when planning and administering American nurses credentialing center “ANCC”/Ohio nurses association “ONA” OH—026 provider unit continuing nursing education “CNE” activities that reimburse expenses and pay honoraria to university of Toledo “UT” faculty.

(B) Purpose of policy

The college of nursing “CNE” requires written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for UT faculty and guest speakers/presenters. This policy applies to all continuing education programs offered through UT CNE.

(C) Procedure**(1) UT faculty honoraria and reimbursement of expenses**

- (a) No honorarium or travel reimbursement if presentation is within lucas/wood counties.**
- (b) Maximum of two hundred fifty dollars honorarium if presentation takes place outside lucas/wood counties. Payment is submitted through the UT payroll system.**
- (c) Reimbursement of expenses based on the UT travel policy. Faculty must provide original receipts to the director of the CNE and will be paid the per diem rate for meals and gas mileage if applicable.**

(2) Guest presenters and speaker honoraria and reimbursement of expenses

- (a) An honorarium of two hundred fifty dollars to two thousand dollars is determined by CNE director and the program planning committee. A request for honoraria over two thousand dollars will be given special consideration by the dean of the college of nursing.**

- (b) Travel and other expenses pertaining to a CNE activity will be reimbursed as pre-determined by the CNE director. Guest speakers and/or presenters must provide original receipts and will be paid the per diem rate for meals and gas mileage when applicable.
- (c) A commercial supporter of a CNE activity may not pre-pay or reimburse faculty, speakers, or presenters directly for either honoraria or expenses.
- (d) All commercial support must be in the form of an educational grant as outlined in UT policy “guidelines for CNE commercial support-educational grants”

Effective: 5/3/2019

CERTIFIED ELECTRONICALLY

Certification

04/23/2019

Date

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