



American Osteopathic College of Occupational and Preventive Medicine Reimbursement Policy (BOT-03)

Effective Date: September 20, 2024

Next Review Date: _____ Reviewer(s): _____

Date of Last Revision: September 20, 2024

NOTE: No funds can be paid to an individual without the completion of an AOCOPM Reimbursement Form. Must submit reimbursement form within sixty days of lecture. If receipts are not attached and the amount for the year paid to an individual is \$600 or more, that amount over \$600 will be reported to the IRS as income and the individual will receive an IRS Form #1099. Also, under IRS rules, any expenses reimbursed by another source are not reimbursable by the College.

WHO	WHAT	HOW MUCH
Speakers: Health Policy Fellows are not currently eligible for honorarium or expense reimbursement.	Midyear and Annual	\$400 honorarium (\$575 for two lectures), plus advance coach airfare, not to exceed \$ 800 airport parking, transport fees to and from the airport, and lodging for 1 to 2 nights (depending on lecture schedule) at a rate comparable to the convention hotel. Speakers may opt for flight upgrades, but reimbursement will be limited to \$800. If driving, mileage can be reimbursed at IRS rate. One day's federal per diem ME&I rate will be provided. Receipts for meals are not required. Completed and signed Reimbursement Form with receipts (not meals) attached are required. Also, program committee should check with speaker to determine if <u>corporate sponsorship</u> is available.
<p><i>Note: Up to \$20,000 per year is provided from the general fund, in total, for both the Midyear and Annual Conference speakers. The program chair may petition the Finance Committee and/or the Board of Trustees if additional funds are needed.</i></p>		
OPAM Course Speakers	Basic Course DOT FMCSA MRO	\$400 honorarium (\$575 for two lectures), plus advance coach airfare, not to exceed \$ 800 airport parking, transport fees to and from the airport, and lodging for 1 to 2 nights (depending on lecture schedule) at a rate comparable to the convention hotel. Speakers may opt for flight upgrades, but reimbursement will be limited to \$800. If driving, mileage can be reimbursed at IRS rate. One day's federal per diem ME&I rate will be provided. Receipts for meals are not required. Completed and signed Reimbursement Form with receipts (not meals) attached are required. Also, program committee should check with speaker to determine if <u>corporate sponsorship</u> is available.
Program chair	Annual	Hotel room for length of Conference, and registration (gratis by AOA) and advance coach airfare, not to exceed \$800
Program chair	Midyear	Hotel room for length of Conference, gratis Registration and advance coach airfare, not to exceed \$800. The Program Chair may opt for flight upgrades, but reimbursement will be limited to \$800.



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Program chair and speakers	Special Courses	\$400 honorarium (\$575 for two lectures), plus advance coach airfare, not to exceed \$ 800 airport parking, transport fees to and from the airport, and lodging for 1 to 2 nights (depending on lecture schedule) at a rate comparable to the convention hotel. Speakers may opt for flight upgrades, but reimbursement will be limited to \$800. If driving, mileage can be reimbursed at IRS rate. One day's federal per diem ME&I rate will be provided. Receipts for meals are not required. Completed and signed Reimbursement Form with receipts (not meals) attached are required. Also, program committee should check with speaker to determine if <u>corporate sponsorship</u> is available.
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WHO	WHAT	HOW MUCH
President	Discretionary Fund	\$6,500 annual discretionary fund to conduct business of the college, subject to approval by executive committee. A written accounting statement must be provided to the Finance Committee and BOT. (See officer's & trustees below)
President	Midyear Conference	Hotel room for length of conference.
Officers & Trustees	Attending <u>regular</u> Board of Trustee's Meetings	\$299 stipend for expenses with signed Reimbursement Form only provided if the BOT meeting requires an extra day of travel. An additional stipend may be authorized by the BOT if anticipated out-of-pocket expenses are justified by the extra required travel.
Officers & Trustees	Special meetings	21-day advance coach airfare, not to exceed \$800, plus \$250 per diem with signed Reimbursement Form. Special meeting participants may opt for flight upgrades, but reimbursement will be limited to \$800.
Committees	Meetings held in conjunction with CME Conferences	No reimbursement (<i>with exception of CME Committee Chair</i>)
CME Committee Chair	Scheduled meetings (usually with conferences)	\$299 each with completed reimbursement form
Divisions	Discretionary Fund	Discretionary Fund of \$1,000 per year (unused funds do carry over to future years) to be used for special projects by the Division. Written report from chair required.
AOA Delegate & Alternate	AOA House of Delegates	Advance coach airfare not to exceed \$800, plus \$250 per diem for each day for lodging expenses, as well as a \$300 stipend. HOD attendees may opt for flight upgrades, but reimbursement will be limited to \$800. Attendees may request the Executive Director pay for their hotel rooms directly in lieu of the hotel per diem for lodging. One federal per diem ME&I will be provided for each day of attendance and prorated for partial days. Completed reimbursement form required.
AOCOPM Rep's to AOA	Representatives to AOA	AOCOPM Rep's to AOA Bureaus, Councils and Committees are provided advance coach airfare not to exceed \$800, (if not provided by AOA), plus \$250 per diem (if not provided by AOA). Reimbursement Form required.



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Commemorative and Memorial Lectures (MIDYEAR CONFERENCE)

Riland Memorial Lecture	Special Medallion plus \$500 honorarium plus expenses up to \$1,500
*Hatch Memorial Lecture (Occupational/Environmental Medicine)	Plaque
*Goldstein Commemorative Lecture (Public Health/General Preventive Medicine)	Plaque
*Cahill Memorial Lecture (Aerospace Medicine)	Plaque
*Brent Lovejoy Memorial Lecture (Disability/Impairment Medicine)	Plaque

**Seed money for these awards were provided by Dr. Michael J Scott, DO, FAOCOPM*