

CME Speakers Remuneration

Remuneration Forms and Receipts: Due May 31, 2018

Speakers and workshops assistants must meet all deadlines to receive their full remuneration. The amount that an individual is eligible to receive can be found in the original invitation email from AAPA.

All forms and receipts must be sent via email to conferenceCME@aapa.org

Remuneration Details

- You **MUST** submit receipts for anything over \$25
- Complete the reimbursement form, even if you are only requesting your honorarium
- Expenses that you can claim: flight, 1 night of hotel, ground transportation to and from airport and 1 day's per diem
- Refer to original email invitation for maximum remuneration
- Hotel expenses can only be claimed if you were booked in one of AAPA's official conference hotels
- You need to submit a W-9, only if your honorarium for the calendar year exceeds \$599

Explanation of expenses

Maximum up to \$900 may be used to cover:

- Coach airfare up to \$500. Airfare over \$500 requires preapproval by AAPA staff.
- One night of housing at any hotel within AAPA's official room block and booked through AAPA's official housing company. An itemized hotel receipt is required.
- Ground transportation to and from airport.
- One day of per diem up to \$40. Itemized receipts are required for all expenditures over \$25.
- If personal mileage is claimed, you must provide a route map with mileage noted.

Forms

- W-9
- AAPA Reimbursement Form