



## **Medical Staff Reimbursement for Conference Expenses Guidelines**

1. Reimbursement from the Medical Staff fund for conference expenses incurred may be requested by a member who has presented an educational activity for the HCA community.
2. \$2,500.00 per year will be allocated for reimbursement for conference expenses, subject to adjustments by the Medical Executive Committee depending on the volume of requests made during any given calendar year (July 1<sup>st</sup> to June 30<sup>th</sup>).
3. A member may request \$250.00 if **no** CME is offered to attendees of the educational activity presented and \$500.00 if CME is offered.
4. Members will receive reimbursement for conference expenses related to the educational activity they present during an academic calendar year (July 1<sup>st</sup> to June 30<sup>th</sup>) and are limited to one request per conference attended and no more than one request per academic year.

### **Please complete the following and submit to the Medical Staff Office**

1. Title of the conference for which you seek reimbursement (please submit certification of course completion or CME certificate):  

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2. Was this a regional, national or international conference as deemed by your specialties governing board or society? Yes ☐ or No ☐
3. Title and date of the presentation (educational activity) you gave:  

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4. Name of the activity director or educational series coordinator who can affirm successful completion of your presentation:  

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5. Were CME's offered at your educational activity? Yes ☐ or No ☐
6. Did you have a financial interest related to the topic on which you presented? Yes ☐ or No ☐