



American Society of Regional Anesthesia and Pain Medicine

FINANCE

Reimbursement and Honoraria

Title	Reimbursement Policies and Procedures
Original Approval	May 1, 2013
Revisions	March 23, 2018, July 6, 2017, November 20, 2013, July 17, 2014

Purpose

This chapter describes administrative procedures related to reimbursements and honoraria, including:

- Travel-related reimbursement for Board, Committee, Educational Meeting Faculty, or Resident Section
- Travel-related reimbursement for select members of the Editorial Board
- Travel-related reimbursement for Awardees
- Travel-related reimbursement for Trainees
- Waiver of meeting registration fees
- Travel-related reimbursement and honoraria fees for free-standing courses and certification exams
- Expenses for Officers or Official ASRA Representatives
- Honoraria and Expenses for Non-ASRA Members
- Honoraria

Generic Travel Reimbursement Policy

The generic travel reimbursement policy applies to the following:

- Board of Directors
- Approved committee-related travel
- Meeting faculty
- Select officers of the Resident Section

Generic Travel Reimbursement

1. **Airfare:** The general formula for travel reimbursement to and from Society activities is economy class, round-trip, airfare based on a 21-day or more advance purchase. Tickets purchased less than 21 days in advance will be reimbursed at a maximum of \$750 for domestic travel and \$1,100 for international travel. If the ticketed fare exceeds these parameters, the Executive Director may decide whether to pay the requested amount. If the Executive Director questions the validity of the request, he or she may consult the Treasurer. The Society's default position will be to pay the full amount if a coach ticket was purchased at least 21 days in advance.
2. **Automobile Travel:** Reimbursement will be made at the prevailing Internal Revenue Service per mile allowance, to include all related costs such as gas, tolls, etc. Total reimbursement for automobile travel will not exceed the equivalent of same destination-to-destination airfare.
3. **Per Diem:** A per diem of \$100 will be paid for every day the participant is on the meeting program or attending an approved meeting, plus one additional per diem for a day of travel. The per diem is intended to offset parking, taxi, Internet access, health club access, food, or similar expenses.
4. **Lodging Expenses:** Lodging expenses are paid for every day the participant is on the meeting program or attending an approved meeting, plus one additional night for travel. Faculty and guests are required to stay at the primary meeting hotel, subject to availability. Lodging expense is limited to room rate plus applicable taxes at the official meeting hotel rate.

5. **Gap Days:** The Scientific/Educational Planning Committee is highly encouraged to schedule speaker duties on consecutive days. In the event that a speaker has a gap day between assignments, the Society will pay lodging and per diem for that day.
6. **Local Faculty:** Faculty that reside within proximity of the meeting site are eligible for the same reimbursement as other meeting faculty, with the exception that local faculty do not qualify for reimbursement for lodging or per diem expenses linked to a ‘travel day’.
7. **Limitations:**
 - a. This reimbursement policy is applicable to all ASRA-related travel unless otherwise specified in these Administrative Procedures.
 - b. ASRA does not reimburse spouse- or guest-related expenses unless otherwise specified in these Administrative Procedures.

Procedures to Request Reimbursements

1. **Time Limits:** Reimbursement requests should be forwarded to ASRA Management as soon as possible after closure of the event. ASRA reserves the right to deny reimbursement for requests submitted more than 2 months after event closure.
2. **Receipts:** Matched receipts must accompany all itemized reimbursement requests.
3. **Electronic Requests:** The default method for submitting a request for reimbursement is to do so through the ASRA Management team’s website.
4. **Paper Requests:** For smaller meetings and unusual circumstances, participants may be asked to submit reimbursement requests using paper forms.
5. **Change Fees:** Additional fees incurred secondary to change in travel schedule must be reviewed by the Executive Director.
6. **Exceptions:** The Executive Director must review any requested reimbursement that exceeds the limits defined in the Generic Reimbursement Policy.

Miscellaneous Reimbursement Policies

1. **Tax Reporting:** Per diem reimbursements and/or honoraria in excess of \$600 per annum will be reported to the Internal Revenue Service and to the individual on Form 1099
2. **Multiple Eligibility:** Any person eligible for reimbursement in more than one category, e.g., Director who is also a program participant, will be reimbursed on the basis of a single benefit only

Waiver of Meeting Registration Fees

Registration waiver only applies to the base meeting registration fee. This benefit does not include workshops, PBLDs, or other cost-added events.

Educational meeting registration fees will be waived under the following circumstances:

- Meeting faculty members
 - Full faculty will have 100% of registration fee waived
 - Associate faculty will have 50% of registration fee waived
- Members of the Board of Directors
- Resident Section Chair and Chair-Elect
- Resident of the Year
- Select members of the Editorial Board (see below)
- Special guests at same meeting
- Past Presidents
- Current and past recipients of the Distinguished Service Award, Bonica Award, and Labat Award
- Founding Fathers

Travel-related reimbursement and honoraria for free-standing courses

1. **Travel and lodging expenses:** Free-standing course faculty and certification exam proctors/examiners will be reimbursed for travel to/from the meeting in accordance with the Generic Reimbursement Policy
2. **Per Diem:** Because free-standing course faculty and certification exam proctors/examiners are provided an honorarium, they will not receive a per diem.

3. **Honoraria:** Free-standing course faculty will receive a \$1500 honorarium.

Travel Related Reimbursement and Honoraria for Certification Exam

1. **Certification exam Travel and lodging expenses:** Free-standing course faculty and certification exam proctors/examiners will be reimbursed for travel to/from the meeting in accordance with the Generic Reimbursement Policy
2. **Honoraria:** Certification exam proctors/examiners will receive a \$500 honorarium.

Office-Specific Additions to the Generic Reimbursement Policy

Board of Directors

- Members of the Board of Directors are encouraged to be present at educational meetings of the Society.
- Directors are eligible for lodging and per diem for every day they attend an annual educational meeting, even if they are not on the program for each day of the meeting. Airfare, per diem, and lodging (including the travel day) will be paid from the Society's general fund for those days of participation with the Board of Directors. Lodging and per diem will be drawn from the meeting funds on those days when the Director is participating in the scientific program.

Editorial Board

- Spring and Fall Meetings of the Editorial Board
 - Select members of the *Regional Anesthesia and Pain Medicine* Editorial Board as designated below are eligible for waiver of meeting registration, in addition to one night of lodging and one per diem on the day of the Editorial Board meeting at the fall and spring educational meetings.
 - Members of the Editorial Board eligible for these benefits are:
 - Editor-in-Chief
 - Associate Editors-in-Chief
 - Members of the Senior Editorial Board
 - Associated editors and consultant reviewers are ineligible for these benefits
 - Expenses related to these benefits are paid from the annual meeting budget if the editorial board member is concurrently on the meeting faculty. If the editorial board member is not on the faculty, his or her expenses will be charged to the Society.
 - Travel expenses for the managing editor or other editorial assistants are paid for from the journal budget
- Publisher Strategy Meetings
 - Editor-in-Chief and editorial assistant travel will be paid by the journal
 - ASRA President expense will be paid by the journal
- Publisher Contract Presentation Meetings
 - Editor-in-Chief and editorial assistant travel will be paid by the journal
 - ASRA President expense will be paid by the Society

Founding Fathers

- Founding fathers who have been specifically invited by the Board of Directors to play a non-faculty role in the meeting will have their travel expenses reimbursed consistent with the Generic Reimbursement Policy. Such reimbursement will be paid by the Society, not the meeting budget.

Guests Invited to the Annual Meetings

Labat, Bonica, and Distinguished Service Awardees

- Travel expenses for awardees will mirror the Generic Reimbursement Policy, with these additions:
 - As recognized thought leaders in the field, awardees attending the meeting of their award presentation are encouraged to participate in the entire meeting to interact with participants
 - All expenses related to awardees will be drawn from the Society's general funds and not the meeting account
 - The Society will pay economy class airfare for the awardee's spouse or guest

- Hotel and \$100 per diem will be paid for the entire meeting, starting the evening before the first day of the meeting, through the final evening of the meeting; not to exceed a five-night stay
- The awardee and spouse or guest will be the Society's guest at all official meeting receptions or meals
- The President may host a dinner (limited guest list) in the awardee's honor

Special Guests of the Board of Directors

- Travel expenses for special guests will mirror the Generic Reimbursement Policy and will apply only to those items approved by the Board of Directors
 - Any additional expenses will be approved by the Board of Directors
 - Reimbursement for special guests will be from the Society's general account if their attendance does not involve participation in the CME portion of the meeting

ESRA President

- The ESRA President travels to the ASRA meeting at ESRA's expense. However, if the ESRA President participates on the faculty, those days of participation will qualify for payment of lodging and per diem expenses.
- The ESRA President receives free meeting registration and invitation to select social events

Reimbursement for Trainees

Resident Section

- Spring and fall meetings
 - The Chair and Chair-Elect of the Resident Section are eligible for travel reimbursement for the number of days that they have official committee or faculty duties at the spring and/or fall meetings
 - Reimbursement will follow the Generic Reimbursement Policy and will be drawn from the meeting account
- American Society of Anesthesiologists Resident House of Delegates
 - The Chair of the Resident Section is eligible for a travel stipend not to exceed \$1,000 during his or her representation of ASRA at the ASA Resident House of Delegates. These expenses are paid by the Society.
 - Reimbursement for airfare, up to two nights lodging, local transportation, and food will be paid based on receipts (up to the maximum \$1,000 stipend)
 - Expenses in excess of \$1,000 are the responsibility of the Chair or his or her home institution

Trainee Best of Meeting Scientific Abstract Awardees

- Up to three trainees may receive the Best of Meeting Scientific Abstract Awards at spring and at the fall meetings
- The Society will offer a stipend to each awardee
 - The stipend will not exceed \$1,500 per awardee
 - Reimbursement is based on the Generic Reimbursement Policy (up to the maximum \$1,500 stipend); lodging and per diem are limited to two days.
 - Because presentation of these abstracts is part of the scientific program, these expenses will be paid from the meeting budget.
- In addition, the awardees will receive complimentary meeting registration (base fee only)
- Expenses in excess of \$1,500 are the responsibility of the trainee, or their home institution

Resident of the Year Award

- The Society will offer a stipend to the Resident of the Year awardee at either the fall or the spring meeting (but not both)
 - The stipend will not exceed \$1,500 per awardee
 - Reimbursement is based on the Generic Reimbursement Policy (up to the maximum \$1,500 stipend); lodging and per diem are limited to two days

- If the Resident of the Year has a scientific role in the meeting, e.g., concurrent presentation of a best of abstract or service as Chair or Chair-Elect, the stipend will be charged to the meeting budget. If these conditions are not met, the stipend will be charged to the Society.
- In addition, the awardee will receive complimentary meeting registration (base fee only)
- Expenses in excess of \$1,500 are the responsibility of the awardee, or his or her home institution

Miscellaneous Travel Reimbursement

Officer or Director Travel

- Officer or director travel to meetings of the Board of Directors, Ad Hoc Committees, or for other special needs must be approved by the Board of Directors
- Reimbursement will follow the Generic Reimbursement Policy
- The Society may from time to time, with approval of the Board of Directors, choose to send a representative of the Society to unscheduled meetings relevant to the Society's interest. This may be an officer, director, or other member designated by the Board of Directors.

President's Travel When Representing ASRA

- The Board of Directors approves reimbursement for the President to represent ASRA on the following occasions:
 - To attend the annual meeting of the European Society of Regional Anaesthesia and Pain Therapy
 - The president's reimbursement follows the Generic Reimbursement Policy with the following exception:
 - The Society will pay full international airfare for economy class travel, provided the ticket is purchased at least 21 days in advance of travel
 - If the President is invited to serve as faculty at the ESRA meeting and that invitation includes travel reimbursement, then those ESRA funds will be applied to the total travel expense that is submitted to ASRA for reimbursement.
 - To attend the American Society of Anesthesiologists Board of Directors meetings when the President is officially representing ASRA as a subspecialty component of the ASA
 - To attend final presentation of proposals for publishing *Regional Anesthesia and Pain Medicine*
 - ASRA will not reimburse the President to travel to meetings of other Societies or meetings
- If the President is unable to represent ASRA at an official event, he or she may appoint an alternate delegate. When this occurs, the alternate delegate's travel reimbursement shall mirror that which the President would have received.

Committee Travel

- CME Committee
 - Members of the CME Committee and select guests at the winter and spring meetings of that committee are eligible for travel reimbursement in accordance with the Generic Reimbursement Policy.
 - Members of the CME Committee and select guests include:
 - The six standing committee members (including the chair and vice-chair)
 - The ASRA President
 - The chairs of the immediately upcoming spring and fall annual meeting educational program committees
 - The chairs of the second in line spring and fall annual meeting educational program committees
 - Rising chairs of meetings more than 2 years in the future may be asked to attend the CME Committee meetings via teleconference, but do not attend in person
 - The chair of the Ultrasound Cadaver Course Committee may be asked to attend in person or via teleconference at the discretion of the CME Committee Chair
- Ad Hoc Committees
 - The President may from time to time call a special meeting of an Ad Hoc Committee that involves travel. When this occurs, the following apply:
 - The meeting must be approved by the Board of Directors for travel reimbursement to occur

- Reimbursement will be in accordance with the Generic Reimbursement Policy
- Other Committee Travel
 - In general, ASRA does not support travel expenses for committee members to attend meetings that occur outside of the time frame of a scheduled fall or spring educational meeting
 - Special circumstances may require a committee to meet at a location other than the annual meeting. The Board of Directors must approve said meeting for travel reimbursement
 - ASRA does not reimburse committee member travel or registration when the meeting is held during an annual spring or fall educational meeting

Staff Travel

- ASRA Staff travel reimbursement is paid in accordance with the management contract

Honoraria and Expenses for Non-ASRA Meetings

World Congress of Regional Anesthesia and Pain Therapy

- ASRA does not reimburse travel expenses or pay honoraria to faculty that participate at the WCRAPT (please refer to [Affiliated Organizations](#))

Special ASRA Panels

- From time to time, ASRA may be invited to present a panel at a non-ASRA meeting, such as the International Anesthesia Research Society (IARS). In these cases, the following apply:
 - The president is charged with organizing these panels during the term of his or her presidency (or delegating to another officer or member)
 - The Board of Directors must approve the Society's participation in these panels
 - The Board of Directors must approve whether or not faculty are eligible for travel reimbursement
- Travel reimbursement
 - If the host meeting pays all or a portion of travel reimbursement, these monies will be used to offset ASRA's expense
 - Full or proportional reimbursement for faculty travel will follow the generic travel reimbursement policy
- Honoraria
 - The Society will not pay honoraria to its members for their participation in non-ASRA meetings

Honoraria and Expenses for Non-ASRA Members

Non-ASRA Faculty Members

- From time to time, non-ASRA members may be invited to serve as faculty at an educational meeting. Most often these faculty members are non-physicians or are physicians not actively engaged in the practice of regional anesthesiology, acute pain medicine, or chronic pain medicine. These faculty members are eligible for the following:
 - Travel reimbursement in accordance with the Generic Reimbursement Policy
 - Faculty members who are not otherwise expected to be a member of the Society will receive an honorarium of \$300 for each lecture that they present at an annual educational meeting of the Society, to a maximum of \$600 per day

Special Lecturers

- From time to time, a non-ASRA member may be asked to deliver a Special Lecture at an educational meeting, or to deliver a presentation to the Board of Directors. In these cases, the following apply:
 - Travel reimbursement in accordance with the Generic Reimbursement Policy
 - Honoraria payment to be determined by the Board of Directors

Honoraria

ASRA does not pay honoraria to:

- Directors
- Officers, except for the President's stipend (see Stipend for President and Editor-in-Chief)
- Committee chairs or members

- Annual meeting faculty who are members of ASRA
- International faculty at the annual educational meetings

Labat and Bonica Awardees

- The Labat or Bonica awardees will receive a \$2,000 honorarium for their award lecture presentation. This honorarium is paid from the meeting budget because the awardees are delivering a lecture and preparing a manuscript for publication.
- The honoraria is payable when the Editor-in-Chief of *Regional Anesthesia and Pain Medicine* notifies the Executive Director of receipt of the awardee's manuscript for peer review in the *Journal*

Distinguished Service Awardee

- The Distinguished Service awardee will receive a \$1,000 honorarium
- The DSA honorarium is paid by the Society

Commercial Support

- All commercial support will be payable to ASRA
- Under no circumstances will payment be made by the commercial supporter directly to the faculty for honorarium, travel expense, or other fees
- Honoraria levels will not increase as a result of receiving an educational grant for any specific CME activity or presentation therein