

American Medical Association International Conference Recognition (ICR)

Criteria for Conference Approval, Fees, Sponsor Requirements, and Monitor Travel Reimbursement

Introduction: To allow US physicians the opportunity to receive credit for attendance at international conferences, the American Medical Association (AMA) House of Delegates has established policy that allows for select international conferences to be approved for *AMA PRA Category 1 Credits™* directly through the AMA Division of Continuing Physician Professional Development. In order for a conference to receive such credits it must meet established criteria and the sponsoring organization(s) must agree to certain terms and requirements as outlined below.

Sponsor Requirements

In order for conference to be approved through ICR Program the sponsoring organization(s) must agree to do the following before, during and after the conference:

Before the conference

- Submit ICR application and all required attachments to the AMA at least 120 days in advance of the conference.
- Provide the evaluation summary and participant demographics for the last conference.
- Pay the required application fee upon submission of the ICR application.
- Use only language prescribed by AMA for advertisements and in program materials. Do not advertise “***Credit has been applied for.***” Advertising in this manner in advance of program approval violates AMA-PRA policies and shall be cause for non-approval of the conference.
- Register the AMA staff monitor assigned to the conference so that the monitor may participate in all sessions.
- Arrange for hotel accommodations for the AMA monitor at the headquarters’ hotel.
- Provide name and contact info for an onsite contact at conference.
- Notify, by email or other method, all US physician registrants of the opportunity to receive *AMA PRA Category 1 Credit™* and all US non-physicians of the availability of a certificate of attendance within two weeks of the start date of the conference.
- Provide final schedule of educational sessions to AMA at least 60 days prior to the conference. Distinguish between satellite sessions or other

activities developed by commercial entities that will not be approved for credit from educational sessions that may qualify for credit.

At the conference

- Provide a desk and signage (preferably in the conference registration area) for the AMA staff monitor.
- Duplicate and distribute credit claim forms provided by AMA to conference attendees (in registration packet or by other means.)
- Have a registration process or other mechanism to verify participants' attendance at the conference

After the Conference

- Reimburse the AMA for travel expenses for an AMA monitor to attend the conference (reimbursed in accordance with AMA travel policies) within 30 days of receipt of invoice.
- Provide a list of all attendees to the AMA within 21 days of the close of the conference so that the AMA may verify participation for individuals who submit credit claim forms after the conference.
- Provide a summary of conference evaluations and final attendance figures (# total attendees, # physicians, # US physicians) to the AMA within 60 days after the close of the conference.

Criteria for Conference Approval

Applications will be judged based on the following criteria:

- The sponsoring organization(s) is not an ACCME accredited provider.
- The conference is sponsored by an organization or group of organizations primarily for the purpose of convening an international audience to present education related to a medical specialty, disease or international health issue. The primary purpose of the conference is education and not commercial or travel-related.
- Conference presentations and conference materials are in English.
- The conference has a track record. This is not the first time the conference has been held.
- The content conforms to the following AMA definition of Continuing Medical Education:

“CME consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public or the profession. The content of CME is the body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of the health care to the public [AMA House of Delegates policy #300.98].”

- A multinational audience of physicians, including US physicians, is a primary target audience for the Conference.
- The sponsor can describe how the need for the Conference was determined.
- The sponsor has developed specific learning objectives related to the needs identified and will communicate these to the target audience.
- The sponsor will provide a suitable learning environment for educational sessions.
- Teaching formats are appropriate for the educational sessions.
- Faculty and Planning Committee members are selected based on their expertise in the content area. Faculty and Planning Committee relationships with commercial entities are made known to the sponsoring organization.
- Faculty and Planning Committee members' credentials are communicated to participants.
- The sponsor will take reasonable steps to ensure that educational sessions provide unbiased, evidence-based content and are free of commercial influence or bias.
- The sponsor will ensure that industry/commercially sponsored activities or satellite sessions are clearly designated as not being eligible for AMA PRA credits.
- The sponsor has a mechanism to evaluate physician satisfaction and learning from educational sessions.

Fees and Payment

The following is the schedule of ICR fees:

- Application fees (subject to change without notice):
 - \$10,000
- Certificate fees:
 - Participants that request an AMA certificate of credit (physicians) or a certificate of attendance (non-physicians) will be charged a \$35 USD processing fee. This fee will be waived for physicians who are AMA Members. The AMA will mail certificates to US-based participants; non-US participants will receive certificates by email. (Credit claim forms must be submitted within 30 days of the end date of the conference.)
- Payments
 - The application fee must be submitted by wire transfer or credit card ***in advance*** of conference approval.

- Refunds
 - Should the conference not be approved, the application fees minus a \$500 USD processing fee will be refunded to the sponsoring organization.
 - Should the conference be cancelled the application fee will be refunded minus \$1,000 USD and the cost of any non-refundable travel reservations.

Monitor Travel Arrangements and Reimbursement

- Monitors traveling on behalf of the AMA are subject to AMA travel reimbursement policies (Attachment A).
- The sponsoring organization must confirm hotel accommodations for the AMA monitor at the conference headquarters hotel; charges for hotel expenses may be direct billed to the sponsoring organization.
- The AMA monitor will book airline reservations (upgradeable coach) through AMA's travel agency, *not through the sponsoring organization's travel agent*. Every attempt will be made to book economical fares.
- The AMA will provide a detailed report of the monitor's expenses including copies of receipts for any expenditure over \$25 USD to the sponsoring organization. (The AMA will submit the invoice and receipt copies via email. If you require the invoice and receipts to be mailed, we will add the additional cost to Federal Express the documentation to your invoice. We will not submit receipts for items under \$25.00 in keeping with AMA policy.)
- Reimbursement to the AMA for the monitor's travel expenses must be paid in accordance with AMA policies within 30 days of receipt of the AMA invoice.

For Further Information or to Request an Application:

- Please contact Mindi Daiga at: mindi.daiga@ama-assn.org,
Phone: 312.464.5196 Fax: 312.464.5830
- If requesting an application, please indicate the following:
 - Title, dates and location of conference
 - Estimated number of physician attendees
 - Primary contact for application (name, organization, address, phone, fax and email)
 - That you have read the requirements and terms for conference approval as listed above.

Attachment A

Reimbursable Expenses for AMA Employees

1500.01 Expense Guidelines

1. Expense policies of the Association must meet basic IRS requirements:
 - Expenses must be bona fide, ordinary and necessary expenses incurred or reasonably expected to be incurred to further business.
 - An ordinary expense is one that is common and accepted in a field of trade, business, or profession.
 - A necessary expense is one that is helpful and appropriate for the conduct of business.
 - Reimbursed employee expenses must be properly substantiated as to amount, time, use, and business purpose. (Expenses of \$25 or more require an original credit card or cash register receipt). The IRS uses the business purpose to determine if reimbursement is taxable income to the employee.
 - To ensure that reimbursements are appropriate, it is the managers/supervisors responsibility to determine whether expenses meet the definition of ordinary and necessary business expenses.
2. Employees will not incur financial gain or loss as a result of expenses related to Association activities.
3. Employees are expected to maintain a reasonable standard of living while traveling for the Association.
4. Employees should pay their own travel expenses and should use the corporate American Express card to pay for all possible charges.
5. Expenses will be reimbursed from expense reports filed electronically via AMA XMS (eXpense Management System).
6. Exceptions to the AMA Policy covering reimbursable expenses must be approved by the Executive Vice-President.

TRAVEL AND ENTERTAINMENT EXPENSES

1500.05 Airline Travel

Employees will be reimbursed for reasonable, pre-approved air travel purchased to conduct AMA business. **A copy of the electronic invoice taken from the Travelocity website must accompany your XMS receipt report** as support for the purchase. Airline tickets written in advance to obtain lower airfares should be submitted for payment as soon as possible after tickets are written. Once an advance ticket appears on the monthly American Express statement, an employee is eligible for reimbursement even though the ticket has not been used. To obtain advance reimbursement, **a copy of the electronic invoice taken from the Travelocity website must accompany your XMS receipt report** for proper documentation.

International Travel

Employees should travel coach or business class on international trips. Business class usage is subject to the approval of the employee's Senior Vice President. A copy of the approved Request for International Travel Approval form should be included with the expense receipt report.

1500.07 Hotel

A hotel or motel statement is required with your expense Receipt Report for all overnight stays. The hotel statement must show a zero (\$0) balance. Expenses on the hotel bills must be itemized on the employee's XMS expense report.

The Association will reimburse employees for the cost of reasonable lodging expense (single occupancy rooms, not a suite). If a member(s) of an employee's family shares the room, the equivalent single occupancy charge should be included on the report for reimbursement

1500.10 Surface Transportation

Employees will be reimbursed for taxis, car services, trains, buses, etc., used for local transportation necessary for Association business activities. Employees traveling on business are eligible to take a car service in lieu of a taxi only when it represents the most practical economic means of local transportation.

1500.11 Individual Meals (Meals-Self)

Individual meals are defined as meal expenses for the employee while out-of-town on AMA business. Travelers will be reimbursed for authorized and reasonable meal expenses with appropriate documentation.

In-town individual meals will be reimbursed only when documentation clearly establishes that the meal is taken during mandated overtime work periods.

The cost of all meals, including normal tips, incurred by an employee that meet these definitions will be reimbursed. Each employee, when practical, should report only his/her own meal expenses. If an employee's meals are included with another employee, the cost should be reported on the senior employee's expense report. All meals of \$25 or more require a cash register or credit card receipt. Tear tabs will not be accepted as adequate documentation for meals.

Meal costs should be as reasonable as possible for the occasion and locale. The guidelines concerning reasonable costs per person are:

- Breakfast - \$20
- Lunch - \$30
- Dinner - \$60

When exceptions to these guidelines are necessary, Vice President approval may be required for reimbursement.

1500.15 Valet and Laundry Services

The cost of reasonable valet and laundry services will be reimbursed while an employee is away from home for more than three nights.

1500.16 Cancellations

As requirements and plans change, it is understood that not all schedules may be met. The employee is responsible for canceling reservations. Only in the most unusual circumstances will the 'no-show' be considered a reimbursable expense.

1500.20 Telephone Expenses

Telephone expenses to conduct business of the Association will be reimbursed, as will reasonable personal calls while traveling on AMA business. The Association expects the employee to exercise good judgment in determining reasonable expenses.

The Association provides cellular phone service to authorized employees. Please refer to [Administrative Guide Topic 1180 – Wireless Telephone Policy and Procedures](#) for more information.

When traveling, if an employee does not have an AMA-issued cellular phone, an AMA-issued calling card should be used. AMA-issued calling cards may be obtained through the Dept. of Telecommunications. Employees should not use hotel lines to avoid expensive surcharges by the hotel. Receipts are required for all telephone charges reimbursed through XMS. Incremental service charges and airtime charges incurred for reasonable business calls on personal cell phones may be reimbursed. A detailed statement is required for all cellular telephone reimbursement.

The Association will not reimburse costs incurred for the purchase of a cellular phone or regular monthly service charges

1500.24 Miscellaneous Reimbursable Business Expenses

Miscellaneous reimbursable business expenses include:

- Subscriptions
- Travel incidentals
- Tips
- Fax charges
- Postage or shipping
- Temporary Internet connection fees (while away on travel)

1500.25 Non-Reimbursable Expenses

The following expenses are not reimbursable business expenses:

- Charitable contributions or other donations - charitable contributions or other donations made with AMA funds must be approved by the Executive Vice President and paid directly by the AMA to the approved organization through Accounts Payable.
- Corporate card delinquency fees or finance charges
- Personal grooming (hairdressers, spas, massages, shoe shine, etc.)
- Cellular phones and equipment (charger, phone cases, battery, replacement phones, etc.)
- Personal acknowledgements (birthday, holiday, birth, thank you, illness, bereavement, etc.)
- Evening wear rentals
- Flight guides
- Home fax line installations
- Movies (in-room hotel, theatres)
- "No show" charges for hotel or car service (unless due to unforeseen events)
- Personal reading materials
- Personal medical expenses
- Hotel and rental car upgrades
- Palm pilots, pagers, and related software, manuals, etc.
- Optional travel or baggage insurance
- Toll road passes
- Decorations
- Travel Insurance (See [Administrative Guide Topic 1510.11 - Travel Insurance](#))
- Travel Accessories
- Private/Charter aircraft
- Car rental insurance
- Hotel health club charges