



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

Effective Date: January 1, 2026

Next Review Date: _____

Reviewer(s): _____

Date of Last Revision: November 13, 2025

General Requirements

- All reimbursements require a completed and signed AOCOPM Reimbursement Form
- Receipts must be attached (except for meals)
- Reimbursement forms must be submitted within 60 days of lecture
- Expenses reimbursed by another source are not eligible for College reimbursement
- Amounts over \$600 paid without receipts will be reported to IRS as income (Form 1099)
- Program committee should check with all speakers to determine if corporate sponsorship is available

Reimbursement Rates *(any exceptions shall be prior approved by Executive Committee)*

Applies to all speakers for:

- Midyear Conference
- Annual Conference
- OPAM Courses (Basic Course, DOT FMCSA, MRO, other courses as approved by BOT)

Standard Lecture Reimbursement

Honorarium:

- Single lecture: \$400
- Two lectures OR pre-recorded presentation: \$595

Travel:

- Airfare: Advance coach, maximum \$800 reimbursement
 - Speakers may opt for flight upgrades at their own expense
 - Reimbursement capped at \$800 regardless of actual cost
- Ground transport: Airport parking and transport fees to/from airport
- Driving: Mileage reimbursed at IRS rate

Lodging:

- 1-2 nights (depending on lecture schedule) at rate comparable to convention hotel

Food:



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- \$100 per day for two days (applies to both one and two lectures); one day only if conference provides meals
- **Receipts for food are NOT required**

Half-Hour Presentation Exception

For presentations lasting only 30 minutes:

- Honorarium: \$250 only
 - NO airfare reimbursement
 - NO lodging reimbursement
 - NO food reimbursement
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Executive committee and Division Vice Presidents Benefits

Applicable to all conferences:

- Midyear Conference
- Annual Conference
- OPAM Courses (Basic Course, DOT FMCSA, MRO)

Executive committee and Division Vice Presidents Receives:

- Hotel room for full length of conference; at rate comparable to convention hotel
 - Conference registration (gratis)
 - Max airfare \$800 reimbursement
 - May opt for flight upgrades, but reimbursement capped at \$800
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Budget & Exclusions

Annual Budget: Up to \$20,000 per year from general fund (combined total for Midyear and Annual Conference speakers)

- Program chair may petition Finance Committee and/or Board of Trustees if additional funds needed

Exclusions:

- Health Policy Fellows are NOT currently eligible for honorarium or expense reimbursement



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AOA House of Delegates

Applies to both Delegate and Alternate.

- Hotel room for full length of meeting, at rate comparable to convention hotel
 - Advance coach airfare, maximum \$800 reimbursement
 - May opt for flight upgrades, but reimbursement capped at \$800
 - Food covered at Federal per diem; no receipts required.
 - \$300 stipend
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AOCOPM Rep's to AOA Bureaus, Councils and Committees

- Hotel room for full length of meeting, at rate comparable to convention hotel, unless covered by the AOA
 - Advance coach airfare, maximum \$800 reimbursement, unless covered by the AOA
 - May opt for flight upgrades, but reimbursement capped at \$800
 - Food covered at Federal per diem; no receipts required.
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Board Discretionary Funds

- President
 - \$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.
- CME Committee Chair
 - \$299 toward a scheduled committee meeting, usually in conjunction with a conference
- Divisions
 - \$1000 per year (unused funds may carry over to future years) to be used for special projects by the Division.
 - Written report from the chair is required.
- Special in-person meetings of officers and trustees
 - \$250 per diem



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- Advance coach airfare, maximum \$800 reimbursement
 - May opt for flight upgrades, but reimbursement capped at \$800
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Memorial & Commemorative Lectures (Midyear Conference)

Riland Memorial Lecture

- Special Medallion and plaque

Other Memorial Lectures (Plaque only):

- Hatch Memorial Lecture (Occupational/Environmental Medicine)
- Goldstein Commemorative Lecture (Public Health/General Preventive Medicine)
- Cahill Memorial Lecture (Aerospace Medicine)
- Brent Lovejoy Memorial Lecture (Disability/Impairment Medicine)