

## 2019 UCA Faculty Reimbursement/Honoraria Guidelines

Faculty Type	Session Type	Honoraria	Travel	Hotel	Conference Tuition	Per Diem*
UCAOA Presenter (does not include vendors, consultants or if you are employed by a company that sells a product or service to the urgent care market)	Up to 1.5 hour session	\$250 per session	Up to \$450 for flight only (Receipt Required)**	1 or more nights based on days lecturing at the UCAOA's host hotel at the contracted rate	Included (typical tuition costs are \$800-\$1000 tuition)	\$40 a day
Hands-on Instructor	Up to 3 hours	Lead instructor \$200 for the course plus \$100 an hour of classroom time. Additional classroom instructors \$100 per hour.	Up to \$450 for flight only (Receipt Required)**	1 or more nights based on days lecturing at the UCAOA's host hotel at the contracted rate	Included (typical tuition costs are \$800-\$1000 tuition)	\$40 a day
Vendor/Industry Consultant Presenter (Exhibiting in the UCAOA Exhibit Hall or employed by a company that sells a product or service to the urgent care market)	Up to 1.5 hour session	\$250 per session	None	None	None	None
Multiple presentors - must be approved by UCA education department	Up to 1.5 hour session	\$100 per session	Up to \$450 for flight only (Receipt Required)**	1 or more nights based on days lecturing at the UCAOA's host hotel at the contracted rate	1 registration per group	\$40 a day
Contributors/Panel Moderators -Need pre-approval by UCA education department	Up to 1.5 hour session	No honoraria for contributors	None	None	None	None

**Honoraria** will be awarded to those speakers who complete all of their requirement on time and present a non-biased presentation. **\*\*\*Panels and co-presenters need preapproval by Honoraria committee.** \* **Per Diem** - UCAOA will provide a set "per diem" for miscellaneous expenses incurred in traveling to the meeting. The **per diem will be used to pay for parking, tolls, taxi cab rides, tips, food and other miscellaneous expenses.** Faculty will be provided with a check or ACH post meeting to include any honorarium and/or per diem. If there are extenuating circumstances to consider please contact the education director at education@ucaoa.org. \*\*If you are not making a round trip to and from the Conference City please provide UCAOA the roundtrip cost so that we may reimburse you correctly. Questions about Honoraria and expense coverage including status as a vendor and special situation will be at the discretion of the UCAOA Honoraria committee. **IMPORTANT NOTE: UCAOA is a non-profit organization dedicated to providing resources and education to our membership base. If you work for an organization or business that provide goods or services to the Urgent Care Industry, please consider submitting your reimbursement request to your company. The cost savings to the UCAOA adds up – allowing us to filter those funds into outreach, education and research. Thanks for your consideration!**