

Baystate Health
Office of Continuing Education
Holyoke, MA 01040

SUBJECT: Faculty and Planner Travel

Policy

Baystate Health Office of Continuing Education (OCE) abides by the Baystate Health system-wide standards for travel.

Purpose

To uniformly apply the current Baystate Health standards for travel

Scope

All planners and faculty for OCE educational events.

Procedure

1. Faculty and planners are apprised of the guidelines for faculty travel and Report Form together with the letter confirming the speaking engagement. Air travel arrangements are to be made through Carroll Travel.
2. Travel expenses should be submitted to OCE in the form of original receipts within two weeks of the speaking engagement.
3. The OCE staff will initiate the process for reimbursable expenses within five business days of receiving the original expense receipts.
4. Questionable expenses will be brought to the attention of the Director who will make the final decision for reimbursement.
5. A check for the covered expenses will be mailed to the individual by the Accounts Payable staff
6. Commercial companies are not permitted to pay travel expenses for planners or presenters of OCE educational activities.

Joanna Barnett

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Adopted 3/02

Revised 12/03, 4/08

Reviewed 7/04, 7/05, 7/06, 7/07



Verification that teacher or author honoraria and reimbursement are paid in compliance with provider's policies (C8; SCS 3.8; 3.10)