

STANDARD OPERATING PROCEDURE-POLICY

OBGYN DIVISION GRAND ROUNDS SPEAKER BUDGET

SCOPE/APPLICABILITY:

Applies to all OBGYN clinical divisions and the REDI committee.

PURPOSE:

OBGYN divisions and REDI committee will be given a budget to use for Grand Rounds external speakers. We will pay a honorarium to a speaker of special achievement or renown based on UNM policy.

DEFINITIONS:

PaymentWorks is a cloud-based onboarding solution that handles the collection, validation, and management of all vendor/individual information.

PROCEDURE:

- All divisions will be given a Grand Rounds Speaker budget of \$1500 each fiscal year.
- There is an expectation that annually one speaker will be invited by each division, four by REDI and two by the Chair/Dept/Other.
- Division Grand Rounds speaker budgets may be used for external speakers of special achievement or renown invited by the Division Chief. The speaker will receive a \$500 honorarium. The remaining \$1000 may be used for the invited speaker's travel expenses. Examples of allowable expenses include:
 1. Airfare - economy only
 2. Hotel – room and tax for 1 night
 3. Transportation
 4. Per Diem
- It will be the responsibility of the Grand Rounds Coordinator to obtain required receipts (including informing the speaker of PaymentWorks invitation) for reimbursement or submit for PCard purchase through HSC-OB-Purchasing@salud.unm.edu. Additionally, the Division Program Coordinator will track expenditures and maintain an expense log.
- The Division Program Coordinator will work directly with the Grand Rounds Coordinator to make arrangements with the invited speaker and prepare the speaker's agenda for their travel.
- After the presentation has concluded, the Grand Rounds Coordinator will submit a reimbursement request to HSC-OB-Purchasing@salud.unm.edu.
- The Grand Rounds Speaker budget will renew with the fiscal year (July 1). Any remaining balance from the previous fiscal year will not carry forward.



APPROVALS:

SOP Owner:	Christy Casias, Fiscal Service Tech	8/2/2022 Date:
Chair Approval:	<i>Sarah T. Martinez</i>	Date: 8/4/2022
Effective Date:		