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**TARGET AUDIENCE and SETTING**

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Senior Medical Staff who have been employed by Monash Health.

**PURPOSE**

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The purpose of this procedure is to provide guidance to Senior Medical Staff who are eligible to claim their entitlement directly related to their professional development. This document is to assist Specialists in their planning of their Continuous Medical Education (CME).

**DEFINITION**

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Continuous Medical Education is the process by which Specialists engage in activities designed to support their continuing professional development. Activities are derived from multiple domains, are learner centered and support the ability of those professionals to provide high quality, comprehensive and continuous patient care and service to the public and their profession.

**PROCEDURE**

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**General CME Claim Principles**

- A reimbursable educational activity or conference will satisfy the general principles that:
  - It is substantially applicable to the work for which the doctor is employed;
  - It enhances the personal professional education of the doctor; and
  - It would satisfy the relevant college’s criteria for continuing professional education.

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## Continuous Medical Education (CME) Guidelines

## Procedure

- Claims must be submitted within the financial year in which the expense is incurred to which they relate or within 3 months (by 30<sup>th</sup> September) from the end of the financial year.
- Monash Health at its absolute discretion may require that the SMS report to the Executive and/or to the medical cohort on the knowledge or skills acquired by undertaking the approved CME activity
- Although the maximum CME support entitlement available to a Specialist is described on an annual basis, the Specialist does not have to be employed by a Health Service (or Health Services) for the full financial year to have access to that maximum annual amount. There is no 'pro-rata' adjustment to the maximum annual amount available based on the Specialist doctor's period of employment. For example, a full time Specialist doctor commencing on the first week of February is entitled to the full year's allocation for the period February-June 30th of that year; the new annual entitlement becomes available in July of that same year.
- Where CME funding support was provided to Specialists through internal funds prior to 1 July 2006 (including private practice and special purpose or similar funds) those arrangements will be unchanged. This was is considered the reimbursement baseline for that individual/position. In these situations, first call for funded support will be made on already existing funding sources. The annual maximum reimbursement is not affected by this baseline.

### CME leave Entitlement

To attend a relevant conference for the purposes of CME, Monash Health will make CME leave available to full time and fractional SMS who have an appointment with Monash Health.

Full time SMS are entitled to 10 days (two weeks) conference leave each year on full pay, with fractional SMS having a pro-rata entitlement.

Specialists who as part of their normal duties are regularly rostered to work weekends, may claim weekend days as paid conference leave days.

CME entitlement is recognised during periods of approved paid leave such as recreation or sabbatical leave. However, it is not recognised in periods of paid leave where an employee would be considered unable to work, such as sick or carer's leave or during parental leave (except where the SMS is using their "keeping in touch days" (see clause 54.19 of the Enterprise Agreement) and this has been agreed with the CMO. CME leave entitlement is not paid during period of unpaid leave such as leave without pay (LWOP).

CME leave will wholly replace any previous entitlement to conference leave or study/exam leave (other than sabbatical leave) provided.

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**Applying for CME Leave**

Applications for CME leave must be made at least four (4) weeks in advance on the standard leave application form

Leave forms should be submitted to the Unit Head/Director who will then inform/discuss the leave with the Program Director to ensure that leave cover is available.

**Travel days and Recovery days**

**Travel days**

Time zone adjustment for extended travel of up to 1 day (in total) for local conferences or 2 days (in total) for overseas conferences at either side of the CME activity may be taken into account for calculation of the proportion of travel that is CME related, should the SMS wish to claim this time. (Note: travel on weekends or public holidays cannot be claimed as CME leave days to be paid unless the SMS would, as part of their normal duties, have been rostered to work on these days).

**Recovery days**

Time zone adjustment for extended travel of up to 1 day (in total) for local conferences or 2 days (in total) for overseas conferences at either side of the CME activity may be take into account for calculation of the proportion of travel that is CME related, but this must be reasonable.

**CME Eligibility**

**Full time and Fractional SMS**

CME is available to full-time and fractional SMS who have an appointment with Monash Health.

**Internal Locum**

Internal locums are entitled to claim a CME entitlement which is pro rata based on hours worked. This will be calculated quarterly in arrears (January, April, July & October) and entitlement & balance updated in SAP Concur.

CME entitlement and/or reimbursement is **not** recognised or paid:

- ✘ After cessation of paid employment with Monash Health, for example, after termination of service/resignation from service/completion of a fixed period of service, redundancy; or,
- ✘ Fee for Service and Honorary Specialist; and,
- ✘ During any period of unpaid leave, for example unpaid personal leave or leave without pay (LWOP).
  - The only exception to this is the recognition of a CME entitlement during the unpaid elements of Maternity/Parental Leave, where CME expenditure will be reimbursed.

**Calculation of CME Entitlement**

The CME entitlement is calculated up to a maximum benefit value of as per table below per financial year, inclusive of GST and FBT.

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**Continuous Medical Education (CME) Guidelines**

Continuing Medical Education Support Reimbursement Caps (Annual Amounts\*)

2022-23	2023-24	2024-25
\$29,000.16	\$29,725.16	\$30,468.29

*\*Pro rata for Fractional Doctors (1/35<sup>th</sup> per contracted hour)*

CME is calculated and paid pro-rata, according to the hours of employment with 35 hours being the denominator for fractional and internal locum employees

Where a SMS holds more than one fractional appointment with different employers, the total benefit from all employers in Victoria available to the SMS each year will not exceed the maximum per annum.

CME is available in its entirety in the financial year of employment no matter what date of commencement.

**Changes in Hours**

Changes to employed hours will alter the CME entitlement amount. For SMS employees who have a change to regular hours, the CME entitlement amount will change from that point in time.

There will be no entitlement to payout any unused entitlement upon resignation, redundancy, retirement or cessation of employment.

There is no transfer of unutilised entitlements to fund support between Health Services.

**Carry over**

Except in the case of special carry-over, no residual CME entitlements, nor CME expenses, can be carried back into the previous, or forward into the next financial year. The exception being a partial payment of a conference registration and/or accommodation can be paid in the current financial year (when the current financial year’s balance is not sufficient to cover for the full amount), and then the remainder can be paid/claimed in the next financial year.

**Special Carry over provision**

Special carry-over allows the SMS employee with the provision of reasonable evidence, to carry-over the unused component of their CME entitlement in particular circumstances. This can occur when an SMS is prevented from utilising the CME entitlement in a particular financial year due to:

- Parental leave in accordance with the Enterprise Agreement
- Primary family/carer responsibilities
- Personal illness or injury
- Other exceptional circumstances approved by the CMO of Monash Health

The total amount of CME entitlement that an SMS may accumulate in any one financial year is capped at an amount equivalent to two years’ CME funding support.

**Reimbursable Expenses**

**Conference Expenses**

- ✓ Costs relating to professional conferences, courses and workshops

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## Continuous Medical Education (CME) Guidelines

## Procedure

- ✓ Costs associated with registration/enrolment in relevant short courses, workshops or post graduate courses recognised by the Specialty College for purposes of accruing CME/CPD/MOPS points
- ✓ Costs associated with registration/enrolment in climate and sustainability related health topics
- ✓ Conference materials

Conference cancellation or failure to attend an education event after payment of CME reimbursement has been made will require the SMS to reimburse the cost back to Monash Health.

Note: When any conference expenses are claimed in advance of attendance, a declaration to the above will be requested on submission of the claim in SAP Concur.

### Travel Expenses

Travel expenses associated with the direct travel to and from the approved education activity may be reimbursed as CME. Additional travel for personal purposes must not be claimed.

Please refer to the **Fringe Benefits Tax and the principal purpose of travel** section in relation to **pro rata personal travel & conference claims**.

### Air Travel

Air travel associated with approved CME activities will be reimbursed at the rate of economy class for journeys of less than 3 hours duration and business class for journeys of 3 hours or more.

Airfares to and from professional conferences / workshops should be as direct as practicable and must not include additional or lateral movements for personal purposes. The exception to this rule is where the purchase of a packaged fare is cheaper than a direct fare.

Trading of higher priced fare for two lower cost fares is not permitted.

Copies of boarding passes and flight itinerary should accompany all claims.

An SMS employee is responsible for their excess baggage charges (unless specifically carried on behalf of Monash Health).

### Frequent Flyer Schemes & Incentives

At present, Monash Health allows personal benefit from credit card incentive or frequent flyer schemes and similar, which offer benefit based on accumulation of points according to money spent or distance flown.

### Travel Insurance

Where travel insurance is taken for the purpose of the CME travel (i.e. cancellation of flights) 100% of the cost can be claimed as CME expense.

Where private travel days exceed the conference leave and travel days, then travel insurance costs will be reimbursed at 50%.

Where an annual insurance policy is taken, it will be assumed that 50% of the cost of the insurance is CME related, unless additional evidence is supplied.

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**Private Car Use**

Private car use associated with CME activities may be claimed at the relevant rate per business kilometre published by the Australian Taxation Office from time to time – Refer to: <http://www.ato.gov.au>.

The maximum rate reimbursed shall not exceed that which would have been reimbursed if the SMS had taken a domestic flight, this includes any per diem expenses. An exception would be made if a flight, bus or train travel was impossible. The primary purpose of the travel will be considered when calculating the amount to be reimbursed.

**Car Hire**

Car hire would not be expected to be claimed as a CME-related activity unless no other transport option (flights, public transport, taxis) is available. The vehicle hired must be reasonable for the CME activity. Car-hire may not be claimed for:

- ✓ travelling interstate or inter-country, except in emergencies (i.e. cancellation of other forms of travel due to strikes or equipment failures); and
- ✓ when the SMS is accompanied by family/friends on the travel.

Monash Health does not accept responsibility or liability for loss associated with, or damage to a hire car being used during a CME conference and considers appropriate insurance as obligatory and is reimbursable as part of approved CME claim.

**Parking Costs**

Conference and attendant parking fees are reimbursable, local attendees (i.e. those attending a conference in their home city) cannot claim accommodation, mileage and travel or per diem rates.

**Accommodation**

Approved accommodation may be at the hosting conference hotel or hotels recommended by the organisers which are in close proximity to the event.

Generally the cost of local accommodation is approved up to the level of ATO reasonable allowance rates within Australia and up to a maximum rate based on the ATO cost group for international accommodation: [https://monashdoctors.org/wp-content/uploads/2022/08/International-Cost-Group-Codes\\_t2022-010c1.pdf](https://monashdoctors.org/wp-content/uploads/2022/08/International-Cost-Group-Codes_t2022-010c1.pdf)

A guide to these rates is show in the table below

Cost Group	International Accommodation per diem hotel rates
1	=/< \$300 AUD
2	=/< \$300 AUD
3	=/< \$300 AUD

However if the ‘approval’ local rates exceed the ATOs recommended rates or if the ‘conference venue international hotel’s rate exceeds the cost groups, approval may be given for full reimbursement.

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**Continuous Medical Education (CME) Guidelines**

4	=/< \$400 AUD
5	=/< \$500 AUD
6	=/< \$600 AUD

Please note CME is an individual’s employee’s entitlement and as such costs incurred for family accommodation (family rooms, guest suites etc.) will be reimbursed at reasonable, maximum single rate of the conference tariff.

Incidental room charges such as in house movies or services, minibar, and refreshments outside of meals are not claimable.

Accommodation is not payable for attending a conference/workshop in the SMS home city.

**Meals and Incidental expenses**

Reimbursement of reasonable and necessarily incurred meal and incidental expenses will be approved to a maximum amount in accordance with the amounts set out in the relevant ATO Tax Determination (*Tax Determination TD 2022/10*). The rate used will be based on the base full-time equivalent salary applicable to the position occupied by the SMS.

Per Diem expenses can be claimed for weekends while attending a full day conference or educational event but they cannot be claimed when the majority of that day is spent in an aircraft or in some other activity not related to CME. Where a per diem is claimed, no additional food or incidental costs can be claimed for the travel.

Full per diem rates are applicable only when meals are not already supplied as part of an expense also claimed as CME at any Victorian Health Service, such as lunch on conferences or breakfast in hotel rates. The SMS will adjust his/her claim as applicable.

Per Diem expenses for attendees of conferences that are held in rural Victoria (i.e. outside metropolitan Melbourne) may be able to claim expenses or per diems, if the distance means that overnight accommodation is required rather than traveling each day to a **multiday** conference.

Please note that an evening social event is not a justification for a claim for overnight accommodation.

Meals and incidentals is generally not payable for attending a conference/workshop in the Doctor’s home city.

**Per Diem in advance**

As a general rule, per diem claims may not be made in advance of the CME activity/expense occurring.

**Portable Technological Aids**

**Laptop / Notebook expenses**

Laptop/notebook purchases may be reimbursed where the SMS can demonstrate that it is a reasonable and necessary expense for their CME purposes, and a similar item has not been reimbursed as CME support from any Victorian Health Service within the last 2 years.

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- ✓ One laptop/notebook computer may be reimbursed within its anticipated depreciable life (i.e. every 2 years (24 months). The maximum routinely claimable amount for a laptop **including initial accessories purchased** is \$6,000 (inclusive of GST). NB. Proposed expenditure greater than \$6000 requires preapproval by a Program Director.
- ✓ Reasonable costs for protective cases for the portable devices are also claimable.
- ✓ External hard drive/extra memory storage can be claimed.
  - Item reimbursed must be within capped amount of \$6,000 (incl. GST)..
- ✓ Basic Microsoft Office software Packaging (i.e. 'Home and Student or equivalent)
- ✓ Extended Warranty on Laptop device can be claimed if written justification is provided.
- ✓ Reasonable cost of repairs on a laptop or tablet may be approved by the CMO on a case to case **basis**.

**Portable Accessories**

The definition of a portable technological aid is an item designed to be used without the need or requirement of a power source (ie can function without power). Claimable items in this category include:

- ✓ Wireless headphones / earbuds
- ✓ Wireless keyboard & mouse
- ✓ Wireless printer / scanner
- ✓ Stylus pens

**Smartphones / Tablets and Camera Expenses**

Smartphone / iPad / Tablet purchases may be reimbursed where the SMS can demonstrate that it is a reasonable and necessary expense for their CME purposes, and a similar item has not been reimbursed as CME support from any Victorian Health Service within the last 2 years.

- ✓ One **smartphone** device within its anticipated depreciable life i.e. every 2 years (24 months). Maximum claim amount for a smartphone is \$3000 incl GST and accessories purchased.
  - Extended warranty and reasonable costs for protective cases are claimable.
- ✓ One **Tablet** within its anticipated depreciable life i.e. every 2 years (24 months). Maximum claim amount for a tablet is \$3500 incl GST and accessories purchased.
  - Extended warranty and reasonable costs for protective cases are claimable.
- ✓ **Cameras** will be approved on a case by case basis (pre-approval by Program Director must be sought), according to the professional need of the applicant.
  - The maximum claimable amount for a camera is \$2,000 (inclusive of GST).
- ✓ Reasonable costs for **protective cases** for portable electronic devices are claimable.
- ✓ Tablets claims include Microsoft Surface Pro and/or any other device in which a keyboard needs to be purchased as a separate attachment.
- ✓ Reasonable cost of repairs on a smartphone may be approved by the CMO on a case to case.

**Non Portable Information Technology Devices**

Non portable technological aids are defined as items which require a power source to function. Claimable items in this category include:

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**Continuous Medical Education (CME) Guidelines**

- ✓ Desktop PC
- ✓ Monitor
- ✓ Wired keyboard and mouse
- ✓ Wired printer / scanner
- ✓ Speakers
- ✓ Powered external hard drives

**Please note:** Non Portable IT Devices will attract additional FBT at 47% of the claimed amount. This amount will be deducted from your CME balance as a separate adjustment.

Non Portable IT Devices have a sublimit of \$5,000 per financial year (full time) and are pro rata on fractional contracted hours.

**Example – You are contracted for 17.5hrs per week (0.5FTE). Your claim limit for non portable IT devices is \$2500 of which you can spend \$1201.81. \$1298.19 will be deducted as the FBT Component (47%).**

The following devices are not claimable for reimbursement from CME support:

- ✗ Smart Watches or iPods / Audio devices
- ✗ Photocopying expenses and peripherals including printer cartridges paper, stationary etc
- ✗ Office Furniture

The anticipated life cycle of an electrical device is two (2) years and whilst it would be unusual that a practitioner requires a new device for CME purposes the reimbursement will be considered on a case by case basis and it be demonstrated that the device is non-functional or no longer fit for CME purposes.

Reasonable software required for the CME activities of the computer purchase (eg. basic word processing, operating systems, and security/antivirus) may be reimbursed.

Electronic medical textbooks and databases are acceptable if not already provided by Monash Health

Extended Warranties and protection devices are claimable under CME Support, again where reasonable and necessary. Where an extended warranty has been claimed, a new technological device of a similar nature will not be eligible for CME Support reimbursement until the extended warranty has expired unless loss of or damage to that item falls outside the purchased warranty.

**Other CME related expenses**

Other reimbursable expenses include:

- ✓ Other reasonable costs such as **books, educational specialty CDs and subscriptions** where such resources are not otherwise provided by, or available from, Monash Health.
- ✓ **Registration costs** of relevant **Specialist Medical College or Association** in the medical field in which the Doctor is credentialed and practicing.

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- ✓ In addition to the Specialist College registration costs, the **journal component of a membership**, if itemised on the invoice, will be reimbursed. Where the journal subscription alone exceeds the cost of the combined membership and the journal subscription, then the full membership will be reimbursed.
- ✓ **Child care expenses** will be paid where the SMS can establish that they are the Primary Carer (as defined in the Enterprise agreement) during the CME activity period. The rate will be a fixed at \$250 per day to cover the costs of child care during this period. The SMS needs to provide reasonable evidence such as a Statutory Declaration that they are the Primary Carer, but evidence of costs incurred is not required.
- ✓ Expenses whilst on **sabbatical leave** may be claimed including airfares, accommodation and per diem.
- ✓ Electronic **medical textbooks and databases** are acceptable. Please note Up To Date is a subscription provided by Monash Health to employees and therefore claims for this item should be discussed with your Program Director prior to submission.

### Journal Article Publishing Expenses

Claims for journal article publication submission costs will only be approved if they are directly relevant to your employment at Monash Health. All claims must be pre-approved by your Unit Director and Program Director.

### Hit the Ground Running Course

Overseas Trained Specialist can claim the course fees for Hit the Ground Running that is accredited by PMCV . The claim has to be submitted after commencement in the role.

### Expenses not considered CME

- ✗ Altruistic/third party purposes – expenses must be for the SMS personal continuing medical education
- ✗ Items of a capital nature (e.g. ultrasound imaging devices, medical equipment)
- ✗ Relevant internet subscriptions which are already provided by Monash Health
- ✗ Global positioning systems
- ✗ Professional indemnity
- ✗ Any costs associated with an accompanying person
- ✗ Clothing or footwear
- ✗ Membership of other bodies including special interest groups, the AMA, Unions, Sporting clubs etc.
- ✗ AHPRA Medical Registration fees
- ✗ Photocopies and peripherals including cartridges
- ✗ Telephone calls

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- ✘ Televisions, DVD or Blu-Ray recorders
- ✘ Traffic offences and other fines
- ✘ Stethoscope (these are considered tools of trade)
- ✘ Lumio lens
- ✘ Apple Watch and/or similar device
- ✘ Costs associated with childcare are not considered reimbursable unless the person attending the CME activity is the Primary Carer. (see above)
- ✘ Laundry or dry cleaning
- ✘ Luggage, briefcases or cases other than that for a new laptop or portable device
- ✘ While all conferences and attendant parking fees are reimbursable, local attendees (i.e. those attending a conference in their home city) cannot claim accommodation, mileage and travel or per diem rates

### Claim timeframes

Claims are to be submitted within the financial year in which the expense is incurred, or otherwise within 3 months of the end of the financial year to which they relate.

No claims applicable to previous financial year will be accepted after **30 September**.

All claims must be submitted via SAP Concur and all claims must be approved by the relevant authorised delegate.

Frequently asked questions and guides on how to submit claims can be found at [www.monashdoctors.org](http://www.monashdoctors.org) under the CME section and on the SAP Concur [Knowledge Hub](#)

### Reimbursement process

Claims are to be submitted to Monash Doctors Workforce via SAP Concur for approval and accompanied by original tax invoices/receipts, proof of payment (bank statements or receipts showing the name of the claimant and stating a zero balance), dates of when the conference is taking and any other necessary supporting documentation, including FBT purposes (e.g. travel diary)

It is strongly recommended SMS keep copies of all documents (including receipts, invoices etc.) submitted.

Where international transactions are claimed, a copy of the extract of the credit card transaction must be included to show the actual exchange rate.

Fringe benefits legislation requires all overseas travel and certain domestic travel be substantiated. For this reason a travel diary must be completed for all international travel and domestic where you are away for six or more nights.

**Remember!** No claims applicable to previous financial year will be accepted after **30 September**.

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**Claim approval delegation:**

*SMS -> Monash Doctors Workforce -> Program/Service Director -> Finance -> Payroll (Payment)*

**Assessment and payment timeframes**

All claims that are accompanied by original receipts and necessary supporting documentation, including a travel diary if needed, will be reviewed by Monash Health within 30 calendar days (not including the day of receipt or Public Holidays).

If there is requirement for Monash Health to obtain further information from the SMS or the claim is rejected fully or in part, this will be communicated in writing to the SMS within the 30 calendar day period via SAP Concur.

If Monash Health approves the claim OR does not notify the SMS of its intention to reject part or the entire claim within the 30 day period, Monash Health will pay the full amount of the claim within 45 days.

**Gifts, sponsorship and conflicts of interest**

Where any costs which would ordinarily be claimable through CME are to be met from sources other than Monash Health, or claimed as tax deductions; SMS cannot also claim the value through CME. Please refer to Monash Health Policy relating to Conflict of Interest.

Any gift, sponsorship or hospitality offered to SMS for the purposes of a CME-reimbursable activity or expense should be declared on the CME claim form.

**Dispute Claims Resolution**

Where a CME claim, item or part thereof is not approved or found to be non-compliant, the claim will be sent back to the SMS seeking clarification of the item/s in question. Decisions or requests for further information will be provided in writing to the SMS via SAP Concur.

Once SMS has considered the decision/request by Monash Health, if they wish to respond then they must do so in writing. Monash Health will the respond in writing with a decision within 7 calendar days from receipt of SMS’s written response.

If the SMS disputes the final determination of Monash Health, they may raise the dispute in accordance with the Dispute Resolution Procedure. This procedure is outlined in Clause 11 of the *Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026*. The conduct of the Dispute must comply with the requirements of Clause 11.

To resolve the dispute the claimant will meet with the relevant Director of Medical Services within 14 days. The claimant will be invited to submit a written submission detailing why their CME claim should be approved. If the claimant wishes they are entitled to have representation at this meeting.

If the matter is still unresolved then this will be escalated to the Chief Medical Officer who will convene a review panel within the Monash Doctors Leadership Committee to meet with the claimant and/or their representative. The Review panel will comprise:

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## Continuous Medical Education (CME) Guidelines

## Procedure

- A Monash Health Director of Medical Services not involved with the original claim
- A representative of the human resources department (so named)
- The Professor of Surgery or Medicine as appropriate to the craft group in question or if not available the Chair or their nominee of the Medical Staff Association
- By invitation of the employer or employee, a representative of the employer or employee association or organisation may attend

The committee will detail their deliberations and communicate a decision in writing to the claimant.

If the dispute cannot be resolved then it may be referred to the Fair Work Commission for conciliation or arbitration.

### Payment Summary (Group Certificate)

As substantiated CME expenses are a reimbursement, these are not part of your regular pay for taxation purposes and so payment amounts will not appear on your annual Payment Summary / group certificate.

### Salary Packaging, GST or VAT

Any claims that have been reimbursed through this CME process cannot be claimed again through salary packaging, tax deductions, from another health service, or any other means, as that may be considered fraud. Claims that are found to be fraudulent or deliberately falsified will be construed as gross and wilful misconduct and will result in disciplinary action. This action may include dismissal and/or legal proceedings.

Where a Value Added Tax (VAT) or Goods & Services Taxes (GST) refund is received, reimbursement on claimed CME expenses should disclose any refunds received by reducing their claim to reflect such refunds

### Fringe Benefits Tax and the principal purpose of travel

As an Employer, Monash Health is liable for Fringe Benefits Tax on any non-work-related entitlement it supplies, in either case or in kind, to its employees. This tax is paid at a standard rate of 47% on the grossed up value of any component of CME related travel, accommodation or expenses which would not normally be considered work related and therefore, tax deductible.

Where a CME activity is undertaken in conjunction with annual leave, travel costs pro-rated accordingly may be reimbursed. The key determinant is the primary purpose of the trip.

Where the time spent at the conference or seminar, including travel/transit and recovery days, is **greater** than the time spent on private travel 100% reimbursement for approved travel expenses may be paid.

Where private travel time **exceeds** the conference/seminar component including travel/transit and recovery time (i.e. >50% of the total time away), then the travel expenses will be reimbursed on a pro-rata basis. The rate may be based on the percentage of total time travelling and attending the conference/seminar and total time of annual/personal leave. The proportion of annual/personal leave and conference leave can be determined by the Monash Doctors Workforce).

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Private Travel proportion of trip	Primary purpose determination	Reimbursement rate
Private travel days ≤50% of total time away	Primary purpose of the trip is conference/business-related	Full reimbursement (100%) of travel expenses
Private travel days >50% of total time away	Primary purpose of the trip is personal/leave-related	Pro-rated travel expenses

Calculation of pro rata airfares is based on departure date and arrival date on your boarding pass / invoice. Conference dates plus recovery days are subtracted from the total time away and if conference days are less than 50% of the trip, airfares will be reimbursed on a pro rata basis.

**For example. Entire trip is 14 days in length. Overseas conference is 4 days + 2 days recovery = 6 days. As this is > 50% personal travel (14 – 6 = 8 days personal time), reimbursement would be calculated at 43% of the airfare.**

Where annual/personal leave is taken in conjunction with CME related travel, costs such as travel insurance will also be reimbursed on a pro-rata basis.

Where an annual insurance policy is taken, it will be assumed that 50% of the cost of the insurance is CME related, unless additional evidence is supplied. Any additional costs incurred as a result of annual leave, i.e. additional travel will not be reimbursed.

### CME Claim Duplication & Fraud

CME claims which have been reimbursed through the CME process cannot be claimed again through salary packaging, income tax deductions, from another health service, or any other means; to do so may be considered fraud.

Claims that are found to be fraudulent or deliberately falsified will be construed as gross and wilful misconduct and will result in disciplinary action. This action may include dismissal and/or legal proceedings

### CME Audit Process

Monash Health reserve the right to audit any and/or all CME claims. Specific note is made with regard to “per diem” claims and requirements for substantiation in that the claim should not exceed the amount actually incurred for work related purposes.

### RELATED DOCUMENTATION

- [AMA Victoria – Victorian Public Health Sector – Medical Specialist Enterprise Agreement](#)

### KEYWORDS

Continuous Medical Education, CME

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<b>Document Governance</b>	
<b>Supporting Policy</b>	
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