



Roswell Park Cancer Institute Policy and Procedure	Date Issued: 3/1/1998	Number: 122.1
Title: A+ time and Academic Honoraria	Revision: 8	Effective Date: 2/24/14
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A. GENERAL STATEMENT OF POLICY

It is the policy of Roswell Park Cancer Institute (RPCI) that time spent away from the Institute by RPCI and HRI employees to participate in academic and professional activities is documented, reviewed and approved. This policy describes the procedures to be followed in connection with administrative leave (A+ time) requests and also provides guidance on the proper submission of RPCI-related travel expenses for reimbursement.

B. SCOPE

This Policy and procedure applies to all employees of RPCI and HRI.

C. ADMINISTRATION

This policy and procedure will be administered by the Medical Director, the Deputy Director and the Vice President of Finance.

D. POLICY / PROCEDURE

Definitions

1. "Institute Employees or Personnel" shall mean all employees of RPCI and HRI.
2. "A+ time or Administrative leave time (A+ time)" refers to time spent away from the work place by Institute Personnel to participate in academic or professional activities that advance the Institute's mission and/or reputation.
3. "Outside Activity" shall mean any non-Institute employment (including self-employment) or provision of personal services including consulting, non-RPCI teaching, clinical (*e.g.*, moonlighting at another hospital), speaking (*e.g.*, speaking on behalf of a pharmaceutical company) and expert witness services, whether compensated or not, to be performed on an on-going basis. Outside Activity also includes services for which an Outside Honorarium is to be paid to the Institute Employee but does not include services for which an Academic Honorarium is to be paid to the Institute Employee.
4. "Outside Honorarium" shall mean any payment, fee or other compensation, usually given on a one-time basis, for services not related to the individual's official duties at Roswell Park, as a gratuity or award of honor, i.e. for giving a speech, writing an article, or attending a meeting or conference. Payments for lodging and travel related to such

services are included in the definition. Outside Honoraria shall not include Academic Honoraria.

5. "Academic Honorarium" shall mean any payment, fee or other compensation given to an Institute Employee as a gratuity or award of honor by a professional society, professional journal, NCCN, NIH, DOD or other governmental agency, an academic institution or other organization whose principle purpose is educational or charitable, for participating or making a presentation or speech, writing an article, providing a lecture, reviewing grants, etc. that are approved by RPCI as furthering the mission of RPCI.
6. "Faculty" shall mean, for purposes of this policy, physicians and research faculty/scientists employed by RPCI or HRI.
7. "Vendor" shall mean individuals, companies or other entities who do business with RPCI or HRI, have contracts with or under negotiation with RPCI or HRI or receive funds or referrals from RPCI or HRI.
8. "RPCI-Approved Activity" shall mean an activity approved by the Deputy Director or the Medical Director as an activity that would otherwise qualify for A+ time approval except that the employee has no A+ time to use.

Policy

1. Use of A+ time requires approval in accordance with this policy and approved A+ time will not be charged to personal leave balances. Leave time that has not been appropriately pre-approved in accordance with this policy will be charged against the employee's accruals.
2. A+ time may be used only for activities that enhance the Institute's academic mission, advance its reputation or strengthen its administrative function.
3. Use of A+ time is not required for Institute-approved professional duties at local hospitals or the University at Buffalo or other types of professional duties in Erie County which require no more than four (4) hours absence from the Institute.
 - a. Activities performed at RPCI affiliates outside of the region are exempt from A+ time requirements.
4. Examples of activities that may qualify for A+ time approval include the following:
 - a. Attendance at scientific and professional meetings or conferences;
 - b. Participation in study sections, site visits, grant reviews, etc. for granting agencies and other organizations;
 - c. Special academic/professional or administrative activities in which the staff member's participation is expected to benefit the Institute;
 - d. Off-site training;
 - e. Important, extended off-site work assignments involving continuous time away from Western New York.
5. Examples of activities that would not qualify for A+ time approval include the following:
 - a. Outside Activity.
 - b. Activities for which an Outside Honorarium is received.
 - c. That portion of time at an academic or professional conference that is spent on personal entertainment or recreational activities.

6. Annual limits on A+ activity
 - a. A+ leave is limited to 21 work dates in any fiscal year (April 1 -March 31).
 - b. Requests for A+ time in excess of 21 days or for international travel or for ten (10) or more consecutive workdays require written justification and the approval of the requestor's supervisor *and* the Institute Deputy Director or Medical Director.

7. Compensation/Academic Honoraria
 - a. Except as noted in the next paragraph, compensation from any non-Institute source may not be accepted by any Institute Employee for activities performed while on A+ time.
 - b. Academic Honoraria may be accepted by Faculty while on A+ time if disclosed on the A+ time request form and approved in accordance with this policy. Academic Honoraria should not exceed \$2000 per day or \$5000 for the entire conference or project.

8. Reimbursement of travel expenses incurred by Institute Employees on A+ time.
 - a. Applications for A+ time must list the anticipated travel expenses that will be incurred and the source of reimbursement for such expenses (i.e., RPCI account; outside agency, organization or individual).
 - b. The reimbursement of an Institute Employee's travel expenses by a non-Institute organization or individual may be approved only when the following conditions are met:
 - i. The payment for travel expenses, if not made by the non-RPCI source, could be paid by the Institute in accordance with RPCI policy.
 - ii. The reimbursement may not exceed the Institute reimbursement rates unless approved by the VP of Finance.
 - iii. Reimbursement of expenses for food and lodging is provided only for the duration of the event for which travel was approved.
 - iv. Travel expense reimbursement is only allowed for the Institute Employee (not for travel companions).
 - v. Reimbursement of travel expenses may not be accepted from Vendors.
 - vi. If an RPCI employee is required to file an annual financial disclosure statement to New York State pursuant to Section 73-a of the Public Officers Law, he/she must report in that disclosure, reimbursement for travel expenses from any one non-RPCI/HRI source totaling more than one thousand dollars (\$1,000).
 - c. Reimbursable expenses such as lodging, meals, parking, etc. and the documentation needed for reimbursement are described in Appendix A to this policy.

Procedure for Submission and Approval of Requests for Administrative Leave Time.

1. Submission of request.
 - a. All requests for A+ time are to be [submitted electronically](#) providing a minimum of two weeks' notice. Failure to submit the request with the minimum notice may result in denial of the request. The administrative leave form is posted under the Online Services section of the Roswell Park website.

- b. Applicants are to complete each section of the form and then forward it for approval.
 - c. Applicants will be notified of approval or denial by e-mail.
2. Approval of requests for administrative leave time
- a. Each Department Head, Chair or Principal Investigator is responsible for approval of A+ time requests for his/her staff;
 - b. Requests for A+ time in excess of 21 days in any fiscal year or for international travel or for 10 or more consecutive workdays require the approval of the Institute Deputy Director or Medical Director.
 - c. Factors to be considered in granting approval or denial of requests:
 - i. Purpose of proposed absence;
 - ii. Expected benefit to the individual and the Institute;
 - iii. Impact of the absence on departmental work assignments and plans for coverage of duties;
 - iv. Amount of expenses for the requested activity and the source of funding (i.e., third-party, the Institute, the employee).
 - v. Reason for failure to submit the request with the minimum required notice.
3. If the request by a Faculty member for A+ time in excess of 21 days is denied, but the activity is an RPCI Approved Activity, the Faculty member seeking approval may use RPCI resources to prepare for the activity, may represent RPCI at the activity and otherwise comply with the provisions of this policy with respect to reimbursement of expenses and compensation, but may not use A+ time. In this circumstance, the Faculty member may elect to use personal time accruals to attend/participate in the RPCI-Approved Activity.
4. Monitoring of A+ time
- a. A+ time is monitored by the Medical Director (Clinical Faculty), the Deputy Director (Scientific Faculty), the Vice President of Finance and the President & CEO.
 - b. Noncompliance with this policy and procedure may result in the loss of A+ time and/or disciplinary action.

E. DISTRIBUTION

This Policy and Procedure will be distributed to all Managers via the RPCI internal web page and to holders of backup hard copies of the manual. Managers are responsible for communicating policy content to pertinent staff.

Appendix A: Reimbursable Expenses

- Lodging
 - Actual expenses are not to exceed the current GSA government rate. (See <http://www.gsa.gov/portal/category/21287>)
 - Written justification and receipts must be submitted for rates above the GSA allowances.

- Meal Allowance
 - Actual expenses may not exceed the approved GSA rate.
 - Full meal allowance will be paid if traveler is in travel status between 7:00 a.m. and 7:00 p.m. Partial travel allowance will be paid as per Federal Rates for travel between 7:00 p.m. and 7:00 a.m. (see <http://www.gsa.gov/portal/category/21287>).

- Mileage Allowance
 - Mileage allowance will be paid at the current Federal IRS rate.
 - Mileage allowance plus tolls will be paid to the driver or owner of the vehicle.
 - Mileage allowance plus tolls cannot exceed what the cost of the trip would have been (for all travelers) using regular coach airfare.
 - Proof of mileage (e.g. Mapquest or Yahoo map printout) must be submitted.
 - Receipts for tolls are required for e-z pass and other electronic toll systems. Electronic records should be retained by the traveler and made available if needed.

- Parking
 - Parking in standard day-rate lots will be reimbursed (receipt required).

- Taxicabs/Limo Service
 - Luxury limo service – not reimbursed.
 - Taxi service – reimbursed (receipts required).

- Miscellaneous Reimbursable Expenses
 - Business-related charges for telephone calls, internet service and faxes. A written explanation of the charge should be provided.
 - Registration fees - with proof of attendance.
 - Essential business-related entertainment expense (i.e., meal for potential recruit) (receipts required).
 - Incidental expenses such as tips to bellman, ports, hotel maids, etc. are included in the Lodging and Meals Allowance, and should not exceed customary amounts.

- Car Rentals (receipts required). These costs will be paid if the traveler Provides written justification of the following:
 - No other public transportation was reasonably available or
 - Cost of public transportation would have exceeded rental care costs or
 - Car rental permitted if it results in savings of other expenses (i.e., less expensive lodging).