

Policy 3-24 Rev. 4  
Date: October 10, 2005

[Back to Index](#)

Subject: **HONORARIUM PAYMENTS**

I. PURPOSE

To outline university policy governing honorarium payments.

II. REFERENCES

[Policy and Procedures 2-67](#), Additional Compensation Policy

[Policy and Procedures 4-14](#), Independent Consultant and Independent Contractor Professional Services Agreements

III. DEFINITIONS

Honorarium: An honorary payment made on a special and nonroutine basis to an individual who is not an employee of the university to recognize outstanding achievement, demonstrate respect or esteem for the individual's status or position, or to acknowledge the contribution of gratuitous services to the university. For the purpose of this Policy and Procedure, the term "honorarium" does not include prizes and awards to university personnel (e.g., distinguished teaching or research awards, etc.) pursuant to approved programs, and such payments are not subject to this policy and procedure.

IV. POLICY

1. The payment of an honorarium may not be made to a person employed by the university.
2. Honorarium payments are expected to be infrequent; must be limited to circumstances in which the amounts paid are clearly honorary in nature; should represent payment given for services for which fees are not legally or traditionally required and, which by custom, a fixed price is generally not established.
3. An honorarium may not be paid under any circumstances from funds derived from federal contracts or grants, unless the terms of the particular contract or grant expressly authorize such payment.
4. The payment of an honorarium may not be used in lieu of a consulting agreement or independent contract as a means of paying compensation for professional services within the purview of [Policy and Procedures No. 4-1.1](#)

## V. PROCEDURE

1. A request for payment of an honorarium must be submitted to Accounts Payable on a Check Request form, which includes:

- a. the payee's social security number and current address;
- b. a brief statement of justification for the payment; and
- c. a verification that the payee is not an employee of the university.

2. A Check Request for an honorarium payment in an amount over \$1,000 requires the approval signature of the cognizant vice president.

3. Honorarium payments be charged to an honorarium account.

VI. The University complies with federal and state tax regulations governing any applicable taxability, tax reporting and/or withholding of taxes on any University honorarium payments.

Editorially revised: 10/10/2005

---

1 An honorarium payment may be made under this Policy and Procedure for an occasional guest lecture or other participation in an academic program by a person not employed by the University.

See [PPM 4-14](#), Section IV