

Policy 3-062: Honorarium Payments

Revision 2. Effective date: April 27, 2010

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I. Purpose and Scope

A. Purpose.

To outline university policy governing honorarium payments.

B. Scope.

[reserved]

II. Definitions

A. 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.

III. Policy

- A. The payment of an honorarium may not be made to a person employed by the university.
- B. 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.
- C. 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.
- D. 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 3-111.
- E. Procedure
 - 1. A request for payment of an honorarium must be submitted to Accounts Payable on a Payment 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 Payment Request for an honorarium payment in an amount over \$1,000 requires the approval signature of the cognizant vice president.
 - 3. Honorarium payments must be charged to an honorarium account.

4. 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.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules. [reserved]
- B. Procedures, Guidelines, and Forms. [reserved]
- C. Other Related Resources. [reserved]

V. References

- A. Policy 5-403: Additional Compensation Policy
- B. Policy 3-111: Independent Consultant and Independent Contractor Professional Services Agreements

VI. Contacts

The designated contact officials for this regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Controller
- B. Policy Officer(s): Vice President for Administrative Services

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

- A. Current version. Revision 2
 1. Effective Date. October 27, 2010.
 2. Editorial Revisions

- a. Editorially revised August 18, 2022 to move to current template.
- b. Editorially revised April 27, 2010 to change term “Check Request” to “Payment Request,” updating content to current payment tool terminology. Also Editorially changes to update format, owner, and officer.
- c. Editorially revised October 10, 2005. An honorarium may be made under this Policy for an occasional guest lecture or other participation in an academic program by a person not employed by the University. See Policy 3-111, Section III.

3. Earlier Versions

- a. Revision 1

B. Renumbering

1. Renumbered from Policy and Procedures Manual 3-24.