

POLICY

Effective Date: 12/18/06

Approved By: President's Council

Authority:

See Also: POL U5348.08 Contracting for Personal Services

POL U5348.10 Authorizing and Reimbursing Travel for Official University Business

POL-U5348.09 PAYING HONORARIA TO NON-EMPLOYEES

This policy applies to any University employee or department that is offering an honorarium payment to a person other than a university employee.

Definition:

Honoraria – Payments given in recognition of a special service or distinguished achievement when custom or propriety does not allow a fixed business price. Honoraria are paid to persons of scholarly or professional standing who do not represent a business enterprise and are not employees of the University.

Travel Expenses – Travel, lodging, and subsistence expenses incurred related to the event. Payments consisting solely of reimbursement of travel expenses for giving a speech or presentation should be processed as travel.

1. Vice President for Business and Financial Affairs Sets Dollar Limits for Honoraria

An annual dollar limit and maximum number of days of services provided will be set by the Vice President for Business and Financial Affairs based on Human Resources Department policies and tax regulations and in consultation with appropriate constituencies. Payments, including any travel expenses, which exceed those limits are not honoraria and must be processed as a Personal Service Contract (see POL-U5348.08).

2. Director for Purchasing Will Approve Only Honoraria Paid to Individuals

Honoraria may not be paid to a group, organization, or a company.

3. University Employees Receive Honoraria Compensation Through Payroll Services

All compensation is processed through Payroll Services. Employees are not eligible to receive honoraria through Purchasing.

EXCEPTION:

Human Resources Department authorizes all exceptions.

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4. Financial Managers Request Honoraria Payments at an Amount to Cover Travel Expenses

The value of the honoraria should be established at an amount sufficient to cover the recipient's travel expenses, if applicable.

If travel is to be paid separately, an honorarium agreement must be created, and reimbursement for travel will be handled in accordance with POL-U5348.10, Authorizing and Reimbursing Travel for Official University Business.