



*Tuesday Tips* is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## Honoraria

An honorarium is a payment representing a token of appreciation paid to an individual for participation in a special, and typically non-recurring, activity at a University event for which payment is not required or traditionally set where no deliverable or result is requested. This method of payment is usually made as a “thank you”.

Normally an honorarium is given in conjunction with an academic activity. An honorarium is primarily intended to confer distinction or to symbolize respect, which is not required by law, and is not a fee charged by the recipient. An honorarium is a payment made without the giver recognizing themselves as having a liability or legal obligation, where no specific deliverable or result is requested, expected, or produced. No honorariums should be paid to a University employee.

Honoraria are typically paid to persons of scholarly or professional standing expertise with the intent of showing good will and appreciation for a voluntarily service to the university.

### **Allowable Payments**

a.) Honorarium payments generally are not allowed to be charged to Federal funds unless the sponsored project specifically authorizes such payments. Payments for the conduct of seminars, workshops, and for giving special lectures may be allowable charges to certain Federal grants if it can be established that such a service benefits the project.

b.) Non-government sponsored projects may be charged for honoraria where appropriate and with the specific approval of OGCA

For the advisory committees, honorariums would be an appropriate form of payment. In order to qualify, the individuals must not be aware they are receiving payment in advance. Per UAF policy, *"Any compensation, monetary or non-monetary, negotiated, committed to, or otherwise forming an obligation to pay, made in advance is, by definition, not an honorarium. It is a fee, and is subject to the applicable regulations of the University, IRS and other relevant agencies."*

More info can be found

here: <https://www.uaf.edu/iac/files/business/Definition-of-Honorarium.pdf>

Alternatively, if a fee is being agreed upon in advance, this should go through procurement as a service contract.

### **Honorarium Guidance**

Following are allowable honoraria payments. All have a short duration period of service:

- Payment to a guest speaker. A guest speaker is someone who possesses advance knowledge of a particular subject area and speaks about that subject area to a group or organization with which he or she is normally not involved.
- Participation as a judge in a writing or photo contest;
- Participation in a panel discussion;
- A special lecture or short series of such lectures;

- Appraisal of a manuscript or an article to be submitted to a professional publication;
- Reviewing research findings prior to the final report being published.

An honorarium is not appropriate and must not be used:

- To pay for services requiring an executed contract and/or a purchase order;
- To pay faculty, staff, student employees or students for their services;
- To replace or circumvent procedures for paying consultants;
- To pay professional motivational speakers who perform such services as a career and charge a fee to participate in the event;
- To pay a recurring activity or service;
- To pay for the services of a facilitator in a small group workshop. A facilitator's job is to get others to assume responsibility and take the lead. This person is a guide or a discussion leader who contributes structure to the workshop;
- To pay for performances including comedic, dramatic, musical or other similar artistic performances;
- To pay for personal services provided in the connection of a bona fide business, trade or profession such as reviewing or editing an article by a publisher;
- To pay a faculty, staff or student employee for their services;
- To pay expense reimbursements, if applicable, these should be submitted separately on a payment request form;
- As an award to an individual where the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for the recipient;
- When the services require access to University proprietary information (such services are considered consulting);
- Solely as a reimbursement in lieu of undocumented expenses.
- To pay a foreign visitor (nonresident alien) not approved to work in the United States Note, B visa holders may accept an honorarium payment and associated incidental expenses for a usual academic activity or activities (lasting not longer than 9 days at any single institution), if the individual has not accepted such payment or expenses from more than 5 institutions or organizations in the previous 6-month period.

**Determining if an Honorarium is Appropriate**

Use the following questions as a guide to determine the appropriateness of an honorarium request. If any question is answered “yes”, the payment does not qualify as an honorarium:

1. Is the payment being made to a business, corporation or partnership?
2. Was the amount and timing of the payment negotiated between the University and the individual?
3. Is there a contractual agreement?
4. Are the individual’s services recurring?
5. Is the individual an employee or student employee?
6. Did the individual set the price?

### **Other**

*Payments will be made in accordance with applicable tax regulations and law.*

The University is obligated to report to the Internal Revenue Service (IRS) on Form 1099 all U.S. Citizens and Resident Aliens receiving cumulative remuneration greater than the annual threshold amount of \$600.

For additional information please visit:

<https://www.uaf.edu/ogca/lifecycle/3-develop/budgets/direct-costs/>