



THE UNIVERSITY of  
NEW ORLEANS

ADMINISTERED BY: Office of Vice  
President for Business Affairs

**Policy No:** AP-BA-18.2  
**TITLE:** Payment of Honoraria  
**EFFECTIVE DATE:** March 21, 2014  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2016

#### PURPOSE

To set forth the guidelines and standard procedures to be followed in the payment of honoraria.

#### AUTHORITY

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.*

#### DEFINITIONS

**Honorarium (pl. honoraria)** - A one-time payment for general services in education, research or public service for non-recurring, short-term activities/events. Examples include guest lecturers, visitors, job candidates, or similar persons invited to the University in an official capacity.

**Taxpayer Identification Number (TIN)** – is an individual’s or company’s federal identification number used for tax purposes. For an individual, it is the Social Security number; for other entities, it is the Employer Identification Number (EIN).

**Form W-9** – is the IRS form Request for Taxpayer Identification Number (TIN) and Certification (copy attached). All honorarium payments require a complete federal Form W-9 to be on file in the Office of Accounts Payable.

**Backup Withholding** – is the federal tax withheld from any and all payments made to a recipient where the recipient has failed to furnish a TIN in the manner required. Failure to furnish the certification will result in withholding the maximum amount from any payments made based on the current approved rates.

**Form 1099** – is the IRS form required for reporting compensation and certain other payments made to individuals who are not employees of the UL System. Currently, payments amounting to \$600 or more during a calendar year are subject to this reporting requirement.

## GENERAL POLICY

Subject to the availability of funds, guest lecturers, job candidates, visitors, and other authorized persons invited to the University in an official capacity may be compensated in connection with their visit, as determined by the department. The payment of an honorarium is based on the assumption that an employer/employee relationship has not been established and the individual is neither an employee nor a student of the UL System. If the individual is an employee of the UL System, s/he will normally be reimbursed through additional compensation on a Form 101 and/or a travel voucher. Payment of student's stipends must comply with AP-BA-23.2, Federal Work-Study and Budget Student Employment Program.

The prior written approval of the President is required in all instances where the compensation for services is in excess of \$500 per day and/or the total payment to an individual, including travel expenses, exceeds \$1,500.

A [Request for Payment of Honoraria/Contractual Services](#) form should be forwarded to the Office of Accounts Payable through normal administrative channels. If the President's approval is required, the form should first be submitted to the President's Office, at least two weeks prior to the date of the proposed visit. The President's Office will then forward the approved form on to Accounts Payable. If payment amounts to \$600 or more, the visitor will receive a Form 1099 at the end of the tax year.

The University offers two options with regard to the reimbursement of travel expenses in connection with honoraria:

### **Option 1: Non-Accountable Reimbursement Plan**

Under this option, the University will pay the visitor in a lump sum the total amount owed in connection with his/her visit, as determined by the soliciting department. In this instance, the visitor **does not** have to attach receipts for expenses incurred, and will receive a Form 1099 at the end of the tax year if the total payment equals or exceeds \$600.

### **Option 2: Accountable Reimbursement Plan**

Under this option, the University will reimburse the visitor separately for actual services rendered, and separately reimbursed for expenses incurred for travel, lodging, and meals, in accordance with [PPM-49, State General Travel Regulations](#).

The visitor may make all pertinent travel arrangements without using the State Contracted Travel Agency; however, air travel will not be reimbursed in excess of coach fare. The department must complete a *UNO Travel Expense Voucher* form in the name of the visitor, attach the original receipts, secure the signature of the recipient, and forward them to the Office of Accounts Payable.

The department soliciting the services must send a letter to the visitor prior to his/her making arrangements for departure, informing of the necessity of obtaining and keeping the original receipts of the expenses related to the trip. The visitor must be informed of the maximum allowable limits of reimbursement.

Under this option, the University will not issue a Form 1099 for reimbursed travel expenses.

## PROCEDURE

The department must submit a [Request for Payment of Honoraria/Contractual Services](#) form to the Office of Accounts Payable. Provide the name, home address, and social security number of the visitor who is to be paid the honorarium. Also indicate the date(s) and purpose of the visit and the University account(s) to be charged. Attach a completed federal [Form W-9, Request for Taxpayer Identification Number](#), which has been signed by the recipient. If a form is already on file with the Office of Accounts Payable, then indicate so in the space provided.

The Department Chair/Head must approve all requests for payment. The completed payment request is then routed through normal administrative channels to the Office of Accounts Payable. In the case of academic departments, the college dean must also approve the payment request.

If the honorarium requires the President's approval, as defined in the **GENERAL POLICY** above, and the payee has opted to be paid under **Option 1**, the request for payment must be routed through channels at least two weeks in advance of the date that actual payment is expected. The check for the total amount of the honorarium will be available to the recipient after completion of the activity.

On the other hand, if the payee has opted to be paid under **Option 2**, after completion of the activity s/he will be paid for the portion which is considered payment for services rendered, and will be reimbursed for travel expenses separately after all paper work has been processed. This process may take from two to three weeks to complete.

Examples of how to determine if the honorarium requires President's approval:

A.	Compensation for services, one day	\$ 510.00	
	Estimated plane fare	400.00	Requires President's approval ---
	Living expenses	<u>150.00</u>	Compensation for services more
	<b>Total</b>	\$1,060.00	than \$500 per day
B.	Compensation for services, two days	\$ 600.00	Does not require approval ---
	Estimated plane fare	560.00	Compensation for services less
	Living expenses	<u>250.00</u>	than \$500 per day and total
	<b>Total</b>	\$1,410.00	payment less than \$1,500
C.	Compensation for services, three day	\$ 750.00	
	Estimated plane fare	560.00	Requires President's approval ---
	Living expenses	<u>450.00</u>	Total payment more than \$1,500
	<b>Total</b>	\$1,760.00	

In those instances where the approval of the President is required, the President's Office will be responsible for forwarding the approval form to the Office of Accounts Payable.

A handwritten signature in black ink, appearing to read 'P. J. Fos', written in a cursive style.

Peter J. Fos, Ph.D., M.P.H.  
President  
University of New Orleans