

PROCEDURE

Effective Date: April 24, 2012

Approved by: Chyerl Wolfe-Lee, Director of Human Resources

Authority: [POL-U5400.19](#)

Receiving Honoraria

Cancels:

See Also: [FRM-U5400.19](#) Honoraria – Approval to Accept

PRO-U5400.19 REQUESTING APPROVAL TO ACCEPT HONORARIA

Action by:Action:

Employee

1. **Reads** *Receiving Honoraria* policy ([POL-U5400.19](#)).
2. **Completes** the *Honoraria – Approval to Accept* e-form ([FRM-U5400.19](#)) before performing any work related to the honorarium activity.
3. **Attaches** required documentation and **submits** e-form to the approver (as listed on the e-form Routing Instructions).

Approver

4. **Receives** e-form request.
5. **Reads** *Receiving Honoraria* policy.
6. **Evaluates** request to ensure reasonableness and free of any conflict of interest.
7. **Ensures** documentation from outside entity is attached and reviewed to understand whether or not the entity will be paying for any expenses. This information should be compared to any separate university reimbursement request the employee may later make so that duplicate payment does not occur.
8. **Indicates** approval or disapproval on e-form (includes reason for disapproval in comment section).
9. **Submits** e-form to Human Resources.

Employee/Supervisor

10. **If approved**, ensures compliance with policy.

Human Resources

11. **Receives** e-form and **ensures** appropriate approval and documentation received.
12. **Locks** e-form and **files** hard copy in personnel file.