

PROCEDURE

Effective Date: April 24, 2012

Revision: February 22, 2021

Approved By: Chyerl Wolfe-Lee, Assistant Vice President for Human Resources

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

See Also:

Document #:	Document Title:
FRM-U5400.19	Honoraria - Approval to Accept e-form

PRO – U5400.19A REQUESTING APPROVAL TO ACCEPT HONORARIA

Action by: Employee

1. **Reads** the *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 Director/Chair (as listed on the e-form Routing Instructions).

Action by: Director/Chair

4. **Receives** e-form request.
5. **Reviews** the *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.

Action by: Director/Chair and Employee

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

Action by: Director/Chair and Employee

11. **Receives** e-form and **ensures** appropriate approval and documentation attached.

12. **Locks** e-form.