



Step	Action
1	Honorariums are payments made to a professional person for services for which fees are not legally or traditionally required. The services must be of the type for which the university stipulates only the desired objective or product; the individual is free to determine the process or procedure to achieve that objective. Generally, the individual should be an authority or recognized expert in the field of the endeavor for which retained, and the service should be of a non-recurring nature. If the payment does not meet these requirements, it is normally a payment to an Independent Contractor for services and should be processed through the Purchasing Department on a requisition. Normally, honorariums are paid to individuals and not business entities. Most entities should provide an invoice and be paid through the normal procurement process.
2	Those providing honorarium services must be established in PeopleSoft Financials as a supplier and there must be an Honorarium Form approved in advance of the service to ensure that the service qualifies for an honorarium payment. Both the Individual Supplier Form and the Honorarium Form should be submitted at the same time to Suppliers@ouhsc.edu for setup and review.
3	The Individual Supplier Form will be used to establish the individual as a supplier in PeopleSoft whether or not the Honorarium Form is approved. If it is not approved, the supplier record will need to be available for the requisition process.
4	The Honorarium Form is a two-page form. The beginning of page one is for the service provider to complete which verifies their basic information, residency status and taxation information.
5	The bottom of the form and all of page two is for the requesting department to complete. These sections describe the services being provided and the relationship with the service provider.
6	If the form is approved , an approval signature will be added, and the approved form will be sent back to the department.
7	If the form is denied , the department should work with the Purchasing Department on the requisition process to pay the individual as an Independent Contractor.
8	To facilitate payment for an honorarium service, the department should submit a regular voucher . The approved honorarium form should be attached along with a signed Form 3 noting the payment details.
9	The voucher should have the service payment coded to GL 830200 – SVC Honorarium .
10	Please note that generally, an honorarium payment is to include all expenses, including travel expenses associated with the service provided and coded to the honorarium GL code.
11	If receipts are submitted for the additional expenses (parking, food, hotel, etc.) then the additional expenses should be listed separately on the Form 3 and on the regular voucher , using GL code 701139 – TRVL Accountable Non-Employee . These expenses should be separated so that the service provider is not taxed on these expenses that they can account for. If additional expenses cannot be verified with receipts, they should be included in the service payment and coded as part of the honorarium service payment.