

## Honorarium Request Form

### What is an Honorarium?

An honorarium is a one-time gift for a special, non-recurring activity or event for which a fee is not legally or traditionally required. There is no contract, the fee is not set or negotiated by the recipient, and the honorarium may not be paid to a third party (corporation, business, or partnership). If payment is negotiated and agreed upon, it is considered a contractual agreement and should be processed as a traditional vendor or independent contractor, not an honorarium.

### Non-Honoraria Examples

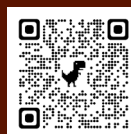
|   |  |
|---|--|
| Services requiring a signed contract.   | Recurring activities or services.  |
| Payments being made against an invoice.   | Facilitator services.  |
| Performances or other artistic endeavors including comedic, dramatic, musical, and/or fine arts | Professional speakers who perform such services as a career and charge a fee to participate in the event |
| Payments to faculty, staff, or student employees for their services                             | Foreign visitors (non-resident aliens) not approved to work in the United States.                        |

### Traditional Honoraria

Traditional honoraria are gratuitous gestures provided to an individual, who is not a Rowan employee. *Traditional honoraria are typically gifted to persons of scholarly or professional standing with the intent of showing good will and appreciation for giving a speech.* A speech is a public address, oration, or other form of oral presentation (including participation in a panel, seminar, or debate).

#### Allowable Traditional Honoraria:

- A guest speaker is someone who possesses advanced knowledge of a particular subject area and speaks about that subject area to a group or organization with which he, she, or they is normally not involved. May not be a current Rowan employee.
- Participation as a judge in a writing, photo, or other contest.
- Participation in a panel discussion.



## Honorarium Request Form

| Honoraria Determination  |     |    |
|--|-----|----|
|  | Yes | No |
| Is the individual a business, corporation, or partnership?                   |     |    |
| Was the payment amount negotiated between the University and the individual? |     |    |
| Is there a contractual agreement?  |     |    |
| Are the individual's services recurring?                                     |     |    |
| Is the individual a student, employee*, or student worker*?                  |     |    |
| Did the individual set the price?  |     |    |
| Is the recipient promoting their own works (book, artwork, etc.).            |     |    |
| Is the individual a business, corporation, or partnership?                   |     |    |
| Was the payment amount negotiated between the University and the individual? |     |    |

A "Yes" answer to **any** of the above questions means the payment does not qualify as a traditional honorarium. The individual performing the work may not be paid by honorarium. To determine if the individual should be categorized as an employee or independent contractor, please complete the *Certification for Determination of Independent Contractor Status*. Please reach out to the Office of Contracting & Procurement with any questions or concerns.

*\*Employees and student workers will need to go through a Special Assignment Contract or Student Special Assignment Contract. Please reach out to HR.*

|                               |  |                      |  |
|-------------------------------|--|----------------------|--|
| <b>Recipient Name:</b>        |  | <b>Submitted By:</b> |  |
| <b>Phone:</b>                 |  |                      |  |
| <b>Email:</b>                 |  | <b>Department:</b>   |  |
| <b>Date of Participation:</b> |  |                      |  |

| For Internal Use Only |  |                  |  |
|-----------------------|--|------------------|--|
| OC&P Approval:        | <input type="checkbox"/> Yes <input type="checkbox"/> No | Banner ID:       |  |
| Comments:             |  |                  |  |
| Signature:            |  | Approved Amount: |  |

