



Policy Name:	Honoraria Payments
Policy Number:	FAST-203
Revision Date:	August 2022
Policies Superseded:	FINA 106
Policy Management Area(s):	Finance and Administration

SUMMARY:

This policy sets forth guidance to departments and governance of honorarium payments. These payments are typically paid to individuals of scholarly or professional expertise with the clear intent of showing goodwill and appreciation for a voluntarily service to the University.

POLICY:

- I. An honorarium is a nominal payment made to an individual (not an employee or student of the University) for a special and nonrecurring activity or event with a short duration for which a fee is not legally required. If the amount or timing of the payment is negotiated and agreed upon, it is considered a contractual agreement and should be processed as a payment for personal services, not an honorarium. Risk Management requires a certificate of insurance (COI) for all services provided, unless waived by University Counsel. As a general rule, a COI will be waived if the service provider is not in business and does not normally receive fees for the service rendered.
 - A. Allowable Payments
 1. Payment to a guest speaker or special lecturer who possesses advanced knowledge of a particular subject area who doesn't perform such service for a negotiated fee.
 2. Participation in a seminar or workshop as a panelist or judge, provided such services are furnished on an infrequent basis.
 3. A musical performance, without a prior agreed upon amount, for the purpose of academic betterment or at an approved University-sponsored function.
 - B. Prohibited Payments
 1. Payments to Coastal Carolina University or other South Carolina state agencies employees, including time-limited, temporary staff, and student/graduate assistants. Such payments represent compensation for

services or a bonus and must be processed through Human Resources. This protocol also applies to former employees who received compensation from the University during the same calendar year in which the gratuitous service is paid.

2. Amounts given in the nature of gifts, prizes, or awards must be processed through Accounts Payable on a Gift, Prize, or Award Reporting form.
3. Payments to replace or circumvent procedures for paying a bona fide business, trade, or profession for services requiring a negotiated amount and/or executed contract.

II. Procedure

- A. Refer to the Honorarium form for steps on completing this form of payment.
- B. Accounts Payable will calculate totals for the calendar and issue proper tax forms if threshold is met.