

Guidelines for Providing Honorariums Office of Fiscal Services

In accordance with the [policies](#) of the University System of Georgia, including, without limitation, Policy 8.2.18.2.4 (“Institution Guidelines for Faculty Outside Consulting”) and 8.2.18.4 (“Gratuities”), KSU’s Office of Fiscal Services has adopted the following guidelines for honorariums.

- **Definition.** An honorarium is a one-time payment to an individual in recognition of a special or distinguished short-term service for which no fee has been set or agreed upon in advance. It can be a “thank you” to a guest speaker or performer who, at no charge to KSU, makes a presentation and does not expect payment. Additionally, any payment in recognition of these services typically forbids a price to be set.
- **\$2,500 Limit.** Honorarium payments may not be greater than \$2,500 (excluding travel expenses paid along with the honorarium).
- **Prohibited Uses.** Honorarium payments **may not** be made in the following situations:
 - The guest is an employee of any University System of Georgia institution (or the University System of Georgia itself) or an existing KSU vendor or contractor
 - The anticipated honorarium, (excluding reimbursed travel expenses), exceeds \$2,500
 - The individual or entity providing the service requires KSU to sign an agreement (including quotes or letters of intent) of any kind
 - The guest is providing independent contractor services
 - Honorarium payments may not be used as payments for goods

If you are seeking to make payment in any of the above scenarios, contact your Business Manager for assistance.

If you meet the guidelines above and will be paying an honorarium, be sure to start the below process well in advance of the planned arrival of the guest, as it may take some time to get everything set up.

1. Complete the [supplier registration process](#) prior to the speaker being on campus. After the conclusion of the event, complete a Payment Request for the honorarium amount and attach documentation of the event (flyers, emails, etc.). By submitting a Payment Request, you are verifying that the guest is not a USG employee.

Please note: Guests who are staff employees of the University System of Georgia or any of its institutions are not eligible to receive an honorarium. Please see the “What kind of agreement do I need?” [job aid](#) and follow the appropriate process to contract with the guest. Confirm the employment status of the guest by using the “Company Directory” function in OneUSG and/or ask your guest to confirm their employment status.

2. If travel expenses will be paid along with an honorarium, these expenses should be included with the honorarium and not reimbursed separately. These expenses are subject to USG and KSU policies regarding reimbursable expenses. Airfare and lodging for guests are allowable on University pay methods, such as P-Card or direct billing.