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Honorariums

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I. REASON FOR THIS POLICY

Establish guidelines for paying honorariums to individuals for services rendered.

II. STATEMENT OF POLICY

Honorarium payments may be made to individuals for services rendered when there is no intent to provide other compensation for such services.

Honorarium payments cannot be made to University of South Dakota (USD) employees or students.

III. DEFINITIONS

HONORARIUM: A payment to a professional person for services on which no fee is set or legally obtainable, similar to a gratuity.

IV. PROCEDURES

Payments for honorariums are made via direct pay voucher using account code 744150. If travel expenses are reimbursed, those expenses must also be coded to the honorarium account code.

The Honorarium statement must be completed and attached to the direct pay voucher in Banner. The statement includes:

- Name of the individual
- Payment amount
- Signature of Department Head

V. RELATED DOCUMENTS, FORMS AND TOOLS

Honorarium Statement - <https://portal.usd.edu/financial/financial-affairs/accounting.cfm>