

WHAT IS AN ACCEPTABLE HONORARIUM?

- **Definition of an Honorarium...**

- An honorarium is an ex gratia payment (i.e., a payment made without the giver recognizing themselves as having any liability or legal obligation) made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required. This is used by groups such as schools or sporting clubs to pay coaches for their costs. Another example includes the payment to a guest speaker at a conference to cover their travel, accommodation, or preparation time.

- **Just noting “honorarium” on the Vendor Request Form...**

- This is too brief of a description and is no longer acceptable unless you note “honorarium -along with the type of services the vendor is providing”.
- Noting “**honorarium -along with the type of services the vendor is providing**”, this helps Accounts Payable determine if indeed the payment is considered as an acceptable honorarium. By noting this additional information on the Vendor Request Form, it helps avoid the delay of A/P requesting an additional explanation of services being provided.