

Honoraria/Award Data Form

Before completing this form, see [APPM 1.3.3 - Honorarium Payment Request](#) for information on the use of Honoraria and eligibility for the payee.

An Honorarium is a gratuitous payment for which fees are not legally or traditionally required, such as a guest speaker or lecturer. Such payments should not be made to either University employees or students. Payments in excess of \$5,000 require a contract and should be processed on a Purchase Order. Honorariums cannot be a stipend (see [APPM section 1.3.4, Fellowship Payments](#)), and cannot be used to pay on a personal service contract (see [APPM section 2.5, Personal Service Contract](#)).

Key attributes of an Honorarium include:

- Paying for something where payment is not customary
- There has been no negotiation of or an “agreed-upon” amount between WSU and the payee
- Non-recurring payments to the same individual
- Nominal / token amount (should not be equivalent to a professional rate)
- The professional services must be provided in a period not to exceed three consecutive days or five days in a rolling year.

Complete the following information:

Payee's Full Legal Name:

Banner ID (if any):

Is the payee a current student or employee, or has the payee been an employee of Wayne State University within the past 24 months?

Yes

No

If yes, the payee is not eligible for an honorarium. Contact your HR Consultant and/or the Office of Financial Aid for direction

Has the payee received any other payments from the University within the past 12 months?

Yes

No

Honoraria/Award Information:

Date(s) of event or activity:

Describe payee role in the event:

Location of the event:

Print Form