

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 required, such as a guest speaker or lecturer. Such payments should not be made to University employees, or individuals who were former employees in the last 12 months or current calendar year. Any non-reimbursement payment to employees should be processed through the Payroll Department.

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](#)).

Honorarium Payments should be processed in WayneBuy using the dedicated Honorarium Payment Request tile.

Please Note:

- An HPR does not represent a legal obligation of the University to pay an individual.
- Recurring purchases for goods and services purchases are not permitted by use of the HPR Payments process. As a rule of thumb, 3 payments in a 12-month rolling year should be considered a recurring payment.
- The description of the item(s) or service(s) leading to the decision to give an honorarium should be clear and complete enough so that approvers may readily ascertain that payment constitutes an appropriate university expense.
- An Honorarium can only be paid to an individual. If the individual requests WSU to pay the honorarium to their Institution, we cannot oblige and should advise that once they receive payment, they can remit anywhere they chose.

Complete the following information:

Payee's Full Legal Name:

Banner ID (if any):

Is the payee a current employee, or has the payee been an employee of Wayne State University within the past 12 months or current calendar year?

Yes

No

If yes, the payee is not eligible for an honorarium. Contact your HR Consultant.

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