



## Speaker Honoraria & Travel

Effective Date: January 1, 2005

Office of Origin: Continuing Medical Education

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### I. Purpose

This policy outlines circumstances in which payment of honoraria is appropriate and defines eligibility for payment.

### II. Definitions

Honorarium: a payment to an individual in recognition of a special service or distinguished achievement for which custom or propriety forbids the setting of any fixed business price.

### III. Policy

#### A. Appropriate Use of Honorarium Payments

1. Type of activities for which honoraria may be paid include:
  - a. a special lecture or short series of such lectures;
  - b. conducting a seminar or workshop of no more than two-weeks duration;
  - c. serving as guest speaker at a commencement exercise or other similar function;
  - d. participating as a guest speaker at CME Outreach events.
  - e. exceptional requests for distinguished teaching or special service.

#### Non-Honorarium Payments

2. Payments for independent consultants, faculty consultants, performance fees, and payments for professional services.

3. Faculty Teaching at CME programs held at the Medical School, in the affiliated hospitals, or in the principal community in which the Medical School is located – this is considered to be a responsibility of the Medical School faculty to participate in CME programs in their own community without receiving any additional financial reward over and above their usual incomes.

## **B. Eligibility for Payment**

1. In general, University faculty and full-time academic appointees are not eligible to receive additional compensation for activities related to their recognized University duties. Faculty may receive honoraria for (1) seminars, lectures, or campus-sponsored program reviews when these activities occur on other campuses. An honorarium may be subject to negotiation in each case but may not exceed an amount stipulated by this policy. Staff employees may not receive honorarium payments.

2. Honoraria may be paid to foreign visitors in accordance with University policies on payments to foreign visitors. Such payments depend on visa classification and are subject to restrictions.

## **C. Method of Payment**

1. Honorarium payments to faculty are initiated by a Personnel Action Requests (PAR).

2. Payments to non-University employees are authorized by an Independent Contract Agreement and subsequent Requisition.

3. A 1099 is issued annually to recipients of honorarium payments. Income taxes are the responsibility of the recipient.

## **D. Allowable Rates**

1. The maximum rate range for honorarium payments is \$1,000-\$2000 per event (visiting faculty); \$500-\$1000 (local faculty).

2. Honorarium payments above the maximum must be approved by the Dean for CME and is dependent on available private funding. State funds may not be used for honoraria above the maximum rate.

## **E. Travel Expenses**

- 1.** For visiting speakers: Reimbursement of reasonable travel related expenses for visiting speakers is authorized only for the guest speaker. All expenses must be itemized on an approved Travel Form supported by original travel receipts. Refer to Marshall University Travel Policy.
- 2.** Local faculty and CME staff: Reimbursement of reasonable travel related expenses for local faculty and CME staff participating in CME sponsored events outside the Marshall University community is authorized only for the local faculty confirmed for the activity. All expenses must be itemized on an approved Travel Form supported by original travel receipts. Refer to Marshall University Travel policy.

## **IV. Responsibility**

Contact Office of Origin (see above) with any questions.

## **V. Related Policies**

- Standards for Commercial Support (CME Policy 9/2004, 3.7).
- Independent Contract Agreement.
- CME Faculty Selection Criteria.
- CME Honoraria Policy (March 1991).
- Personnel Action Request (PAR 4.130).

## **VI. References**

- **ACCME Standards for Commercial Support (September 2004).**
- **Speaker Honoraria: How much is enough? Convene Magazine, April 1997.**
- **Marshall University Travel Policy, August 1, 2002.**