

THE UNIVERSITY OF AKRON
HONORARIUM AND EXPENSE AUTHORIZATION
POLICIES AND PROCEDURES
(NON-UNIVERSITY PERSONNEL)

GENERAL

This authorization may be used for both an honorarium and any expenses for travel incurred during an engagement with the university. An honorarium represents a payment for one-time services to an independent contractor who has provided special expertise in a course, workshop or other special project. Such one-time service may require several (3-5) sessions to present material. The payee shall not be the instructor of record and shall have no routine administrative duties during the course of engagement. A person who has an on-going employment relationship with the university shall NOT be paid through an Honorarium Authorization. The authorization must be submitted through the project director for approval within thirty (30) days after completion of the engagement. The check will be forwarded within two weeks after receipt of the completed form.

NAME AND ADDRESS

Please print or type your name and HOME address to facilitate the typing of the check without spelling errors.

CHARGE DEPT./SPECIAL FUND

Please be very specific as to where the expenses are to be charged, especially if the charge should be against a special fund, project or contract. This space should show the proper title of the department/special fund to be charged.

TYPE OF SERVICE RENDERED

Indicate briefly the service rendered, including the course number (if any), for which the service was performed.

COMMERICAL TRANSPORTATION

Attach a copy of the ticket stub for the mode of transportation used on the trip. Travel by air (tourist class if available in the United States, economy class if available when traveling abroad), rail, bus or other common carrier will be reimbursed. Travel insurance is not an allowable expense. Unused travel reservations must be released within the time limits specified by the carriers or the traveler is personally responsible for any charges assessed.

MILEAGE REIMBURSEMENT

Travel in privately owned automobiles may be reimbursed at the current rate per mile when traveling on official business. Mileage is payable to only one of two or more persons traveling on the same trip in the same vehicle. Local mileage must be detailed by showing FROM-TO and miles for each separate trip. Attach additional sheets where necessary. The mileage rate provided includes all expenses including car washes and maintenance costs incurred by use of privately owned automobiles when traveling on official business. Out of state travel expenses by private automobile will be paid only if the cost is less than the round trip tourist expense.

OTHER TRANSPORTATION EXPENSES

In addition to the mileage rate, reimbursement for parking, ferry fares, taxi fares, and turnpike tolls may be claimed. Each mode of transportation must be listed separately on the expense report. Receipts must be submitted for all items claimed.

LODGING

Reimbursement for expenses incurred in overnight stays at hotels or motels shall not exceed actual, reasonable expenses, plus tax. Expenses must be supported by a paid invoice. The University will not reimburse expenses incurred for any member of the payee's family.

MEALS

Expenses for actual cost of meals while traveling, may be reimbursed up to \$35.00 per day, or in cases of partial days, \$6.00 for breakfast; \$8.00 for lunch; and \$21.00 for dinner. No reimbursement will be made for alcoholic beverages. In those instances in which a conference meal is required, the daily limit will not apply, but the meal expense must be supported by a program or an announcement, which shows the required meal and its cost. Gratuities are reimbursable, but are included in the meal limitations. When meal expense is being claimed for a guest, a receipt must be obtained. A notation should be made on the receipt giving the following information: Name of guest, reason for meeting, location and date of meeting.

OTHER EXPENSES

Expenses for local transportation, communication, and registration fees may be claimed. Expenditures for rental of cars, rental of space, etc. essential for the fulfillment of the purpose of the travel may be claimed, but must be supported by paid invoices and approved by the project director and appropriate dean.

HONORARIUM

Please show the previously agreed-upon honorarium for the engagement. IRS Form 1099, Information Return, will be filed with the applicable taxing units to assure compliance with existing federal, state and local tax reporting.

APPROVAL

The approving official will normally be the project director and dean. In addition, the authorization must bear the approval of the appropriate Vice President if the total amount claimed exceeds \$500.00.

SIGNATURE AND SOCIAL SECURITY NUMBER

The signature and U.S. social security number or U.S. Individual Taxpayer Identification Number of the payee must be provided on the form.

ACCOUNTING CODE(S)

Show the first six (6) digits of the department/special fund (speedtype) to which the expenses are to be charged.