**COLLEGE OF ARTS HONORARIUM ADMINISTRATION** (June 25, 2015)

**Honorarium Definition**

An honorarium is an ex gratia payment made to a person for services rendered in a volunteer capacity or for services for which fees are not traditionally required. It is typically a small payment made on a special or non-routine basis to an individual who is not an employee of the university, to recognize or to acknowledge the contribution of gratuitous services to the university. The payment, when necessary, should be recognized, not as an equivalent value to a professional charge, but as a token of appreciation and a nominal value assigned to it.

**Examples:** a nominal payment to a guest speaker or lecturer as a “thank you” and as a gesture of good will and appreciation; or, a token payment for other unique, incidental and infrequent services not traditionally required on an on-going basis. This does not apply to MFA and PhD examiners as they are covered by another University policy. Further examples include:

* A special classroom lecture or short series of lectures by an external party
* Conducting a seminar or workshop
* Serving as guest speaker at an educational event or other similar function
* Participating as a guest speaker at outreach events
* Assistance for set-up or supporting activities at special events

An *honorarium* is not based on an agreed-upon or negotiated amount between the individual providing services and the university representative seeking services. If payment is agreed upon between the two parties, this constitutes a *contractual agreement* that will be subject to invoicing, taxes, and other related factors.

An honorarium differs from a *stipend*, which is a fixed sum of money paid periodically for services. Recurring events that have presenters expecting payment for services would receive a stipend, not an honorarium. An honorarium is not appropriate if the University is obtaining the services of a professional speaker or consultant who performs the requested services for a living.

**College of Arts Policy**

The College of Arts requires that all visiting speakers and honoraria be approved by the Chair / Director / Dean **prior** to requesting the services of a participant. *Honoraria will not be approved for University employees or artists-in-residence.* They are not being offered as an equivalent professional fee. Apart from major speakers at significant events (e.g. Shenkman, Guelph Lecture in Philosophy, large gallery events), the honorarium will be set at **a maximum of $250** and will be paid following the event via cheque. A fixed honorarium is preferred, but if a lower honorarium is given with a separate travel allowance being provided, it must be requested at the same time with the associated costs and receipts itemized separately. The approved honorarium form must be signed by the Chair / Director / Dean and submitted to the Financial Officer in the Dean’s Office for payment to be made. In instances of travel reimbursement, all travel expense receipts must also be included.