

UC Davis Policy and Procedure Manual

Chapter 380, Personnel—General

Section 76, Honoraria

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Responsible Department: Accounting and Financial Services

Source Document: UC Accounting Manual Chapter D-371-35, Honoraria Payments

I. Purpose

- A. This section provides the policy and procedures for making honorarium payments.
- B. Additional requirements or restrictions on honorarium payments to academic employees is available in [APM-666](#) and [UCD-666](#); to Senior Managers is available in [Regents Policy 7701](#).

II. Definition

Honorarium—payment or award granted to an individual in recognition of special service or distinguished achievement for which custom or propriety precludes setting a fixed price.

III. Policy

- A. Honoraria generally are paid to persons of scholarly or professional standing in conjunction with an academic activity.
- B. The types of activities for which honorarium payments may be made are defined in UC Accounting Manual Chapter [D-371-35](#).
- C. Payment of honorarium to nonresident aliens is subject to the limitations of their visa status (consult Services for International Students and Scholars).
- D. Income tax withholding
 1. Payments made to UC employees are subject to Federal and State income tax and Social Security tax withholding.
 2. Payments made to nonresident aliens are subject to Federal income tax withholding at a flat 30% rate on the entire amount, and State income tax withholding at a flat 7% rate on any amount in excess of \$1,500 per calendar year.
 3. Payments made to California nonresidents are subject to tax withholding as described in UC Accounting Manual Chapter [D-371-77](#).
 4. Payments to other non-UC employees are reportable on Form 1099 MISC but are not subject to Federal and State tax withholding.

IV. Restrictions

- A. Honoraria may not be given in recognition of the following activities or expenses:
 1. Travel and living expenses (see Section [300-10](#)).
 2. Performances made by individuals or groups, who are not UC faculty, for professional services not directly related to academic functions (performances by UC faculty are allowable under [APM 666](#)).
 3. Independent consultant services (see Section [380-70](#)).
 4. Independent contractor services (see Section [380-71](#)),

5. University activities that are other sources of additional compensation for individuals holding faculty appointments (see APM Sections [660-667](#)).
- B. Federal funds generally may not be used to make honorarium payments.
1. Payments for conducting seminars and workshops, and for giving special lectures are allowable to certain Federal contracts or grants, but the nature of the service must be described in sufficient detail to establish how the service benefits the project.
 2. Payment for other types of activities are not allowable unless the contract or grant specifically authorizes such payments and should be included as a direct cost item in the proposal when anticipated.

V. Procedures

A. Payments to UC employees

1. The payment must be approved by the Vice Provost—Academic Affairs (for academic employees) or the Associate Vice Chancellor—Human Resources (for staff employees).
2. The department initiates payment by processing an EDFT in the Online Payroll Time Reporting System, or through UPAY 644C-T-Interlocation One-Time Payment for employees from another UC campus.

B. Payments to non-UC employees

The department prepares a Direct Charge (DC) document, charged to object code 7900, and routes it to Accounts Payable with the Request for Document Action—Honoraria form.

C. Payments to nonresident aliens

1. Nonresident aliens must obtain or have applied for a Social Security Number or an Individual Taxpayer Identification Number (see IRS Form W-7), and must complete a GLACIER record to determine the correct citizenship status and tax withholding rates.
2. The department prepares a Direct Charge (DC) document, charged to object code 7900, and routes it to Accounts Payable with the following documentation:
 - a. Request for Document Action—Honoraria form.
 - b. Certification of Academic Activity form (for holders of B-1, B-2, WB, or WT visas).
 - c. GLACIER record.

VI. Further Information

- A. Questions concerning tax matters for non-employee honoraria may be directed to Accounts Payable (530-754-5936; <http://accounting.ucdavis.edu/AP>).
- B. Questions concerning tax matters for UC employee honoraria may be directed to Payroll Services (530-757-8550; <http://payroll.ucdavis.edu/>).
- C. Questions concerning access to GLACIER may be directed to Tax Reporting and Compliance (530-757-8964; <http://accounting.ucdavis.edu/TXReporting/index.cfm>).

VII. References and Related Policies

- A. UC Office of the President Accounting Manual:
 1. Chapter [D-371-35](#), Disbursements: Honorarium Payments.

2. Chapter [D-371-77](#), Disbursements: State Tax Withholding From Nonwage Payments to Nonresidents of California.
 3. Chapter [H-214-75](#), Health Sciences Compensation Plans.
 4. Chapter [T-182-27](#), Taxes: Federal Taxation of Aliens.
- B. [Regents Policy 7701](#), SMG Salary and Appointment.
- C. [Academic Personnel Manual](#) Section IV, Salary Administration.
- D. UCD Policy and Procedure Manual:
1. Section [300-10](#), General Travel Policy.
 2. Section [380-64](#), Conditions of Visas for Alien (Noncitizen) Students, Scholars, and Visitors.
 3. Section [380-70](#), Consultant Agreements.
 4. Section [380-71](#), Independent Contractor Agreements.