

**GUIDELINES FOR PROCESSING HONORARIA PAYMENTS****Payments to UC Academic Appointees:**

- Academic appointees may receive honoraria for seminars, lectures or campus sponsored program reviews when these activities occur on campuses of the University other than the campus or campuses on which the appointee normally serves.
- Academic appointees may receive honoraria for concerts or other creative work or for **University sponsored** conferences and panels when these activities occur on any campus or location of the University (APM 666). For this purpose, “University sponsored” activities are defined as events involving more than one UC campus or UCOP that are sponsored by the appointee’s home campus.
- In lieu of honoraria, faculty performing these activities on their home campus may be provided payment in the form of a research account, if fund source permits. The funds can be used for research related expenses such as travel, student support, or other miscellaneous research expenses.
- Honoraria payments to UC faculty are limited to \$1,500 per event. With prior campus approval, payments up to but not exceeding \$3,000 per event may be made on an exceptional basis. Payments above this amount will not be considered. All honoraria payments to UC Faculty for services performed on the Berkeley campus must be approved by the Vice Provost for the Faculty.
- Honoraria to Berkeley faculty, including Emeriti, must be processed on a Payroll/Personnel One-Time Payment Form (UPAY 564-1). Honoraria to UC faculty from other campuses, including Emeriti, must be processed on an Intercampus One-Time Payment Form (UPAY 644C-T). All Honoraria payments to UC faculty must be routed to the Office of Research prior to submission to the Academic Personnel Office. Payments to UC employees cannot be processed through the BFS system.
- Honoraria payments must be paid from non-state funds and must be an allowable expense on the contract, grant or other funding source.

**Payments to Non-UC Employees:**

- The maximum honorarium rate for non-University employees is \$10,000.
- Unit Directors reporting to the Vice Chancellor for Research have been delegated authority to approve payments up to \$10,000. Payments above \$10,000 require written approval by the Vice Chancellor for Research prior to the event.
- Payments to non-UC employees must be paid through the Berkeley Financial System and require the appropriate supporting documentation (e.g., copy of published announcement, panel discussion, event schedule, etc.).
- Honorarium payments to non-UC employees must be paid from non-state funds and must be an allowable expense on the contract, grant or other non-state funding source.

**NOTE: payments to foreign individuals have additional guidelines and requirements to be considered. For more information contact the campus Payroll Office at 642-1336 or [payhelp@berkeley.edu](mailto:payhelp@berkeley.edu).**

**Resources:**

- APM 666: <http://www.ucop.edu/acadadv/acadpers/apm/apm-666.pdf>
- Accounting Manual D-371-35: <http://www.ucop.edu/ucophome/policies/acctman/d-371-35.pdf>
- Business and Finance Bulletin G-41: <http://www.ucop.edu/ucophome/policies/bfb/g41.pdf>
- UPAY 644-C: [http://apo.chance.berkeley.edu/IC\\_One-Time\\_Payment\\_Form.pdf](http://apo.chance.berkeley.edu/IC_One-Time_Payment_Form.pdf)
- UPAY 564-1: <http://controller.berkeley.edu/financialAccounting/Forms/index.htm#pay>