

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