

**North Carolina Central University
Purchasing Office**

HONORARIUM AUTHORIZATION FORM

DEFINITION: Honorariums are payments to individuals to cover expenses incurred (instead of a per diem); or to pay a speaker's fee for a non contracted service, i.e., Commencement Speaker, Awards Day Speaker. Honorariums are not made to workshop leaders, trainers, evaluators, or visiting lecturers, etc.

EXCEPTION: The honorarium only covers the person's costs for food, transportation and housing. State employees are only given honorariums for activities performed during regular non working hours or while on annual leave, if all expenses are the responsibility of the employee or the non State sponsor of the activity; and the activity has no relationship to the employee's state duties. Students of NCCU are rarely paid honorariums. Students can be paid as Work Aid Students, if approved by the Scholarship and Student Aid Office.

1. Background Information:

- a) Individual's name, occupation and title, if any: _____
- b) Address: _____
- c) Social security number: _____
- d) Is individual a student? (Yes or No): _____
- e) Is individual an employee of NCCU (Yes or No): _____ If yes, in which unit _____
- f) Is individual an employee of the State of North Carolina? (Yes or No): _____ If yes, in which agency?

- g) Is individual an employee of the Federal Government? (Yes or No): _____ If yes, in which agency?

- h) Is individual related to any University employee? (Yes or No): _____ If yes give name of relative:

- i) Describe services to be performed: _____

- j) State dates on which services will be performed: _____
- k) State honorarium amount: \$ _____

1. Explain how performance of services will help meet the goals of your unit:

2. Supervisor: List name(s) of person(s) responsible for approving services to be performed:

3. Are services requested part of an agreement? (Yes or No) . If yes, attach copy of agreement.

I certify that all statements this are true, correct, and complete to the best of my know edge and belief

Office/Department Head	Phone ext.	Date
Vice Chancellor	Phone ext.	Date
Dean	Phone ext.	Date
Other	Phone ext.	Date