

SUBJECT: Honoraria for Guest Lecturers and Consultants

1 Honorarium includes remuneration for services on which custom usually does not allow for an
2 established level to be set. Honoraria will generally be reserved for persons not employed at
3 LSU Eunice. For LSU Eunice personnel who are providing services to a unit other than one in
4 which they are employed, additional compensation must be processed as a personnel action
5 form.

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7 General Policy

8 In making arrangements for guest lecturers, consultants and others performing similar short-
9 term services for the University, payment of an honorarium in addition to reimbursement of
10 expenses may be required.

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12 Where grant and contract funds are used for such purposes, it is the budget unit's responsibility
13 to ascertain if consultant fees can be charged to a grant or contract, and if specifically required
14 by the granting agency to get written approval. Documentation is required also which indicates
15 why the particular expertise is not available in the University and why the particular individual
16 was chosen.

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18 Where an arrangement requires an honorarium in excess of \$500 per day and/or the total
19 payment, including travel expenses, exceeds \$1,500, prior written approval from the Chancellor
20 is required. Requests for approval indicating the arrangements for funding should precede the
21 date of the proposed visit by at least two weeks.

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23 Arrangements for professional services of attorneys, architects, etc., should be made through
24 the Office of the Chancellor.