

Chancellor's Memorandum

CM-17 – Honoraria

To: Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

From: LSU Health Sciences Center New Orleans Chancellor

June 9, 1983

Non-University Employees. The payment of honoraria to non-University employees is defined by State laws and regulations to be a contractual agreement for services and must comply with applicable State and University regulations. These regulations provide that these agreements must be in writing and contain certain minimum requirements. Attached is the standard form contract that should be used for procuring such services.

Standard Contract Form 1 provides for a lump-sum reimbursement for the services acquired and all related expenses. Included within the lump-sum payment could be the "Honoraria" and any reimbursement for travel and other incidental expenses. Reimbursement would be obtained by submitting a "Request for Purchase" document with the original copy of the approved contract to the Director of Accounting Services. If the original of the fully executed contract and the "Request for Purchase" is received by Accounting Services one week in advance of the date of service, the contractor can generally be assured of obtaining payment for services provided on the date of service. Each Dean should certify that sufficient funds are available in appropriate expenditure categories to satisfy the funding requirements.

Procedures for Executing Contract

1. Complete content of contract. Provide a complete description of the services to be provided.
2. Obtain approvals and signatures of Department Head and Dean.
3. Obtain signature of contractor.
4. Submit for approval to: Vice Chancellor for Academic Affairs in New Orleans or Vice Chancellor in Shreveport.
5. Original of the approved contract returned to Dean.
6. Submit original of the approved contract with the "Request for Purchase" document to the Director of Accounting Services.

University Employees. Payments of "Honoraria" to Health Sciences Center employees is not considered a professional service expense for accounting or budgeting purposes. Reimbursement for services of this nature should be processed as extra compensation for additional duties using PER-3 forms. Typically these arrangements might include participation by Health Sciences Center faculty in Continuing Education programs sponsored by the Health Sciences Center, providing physician services in the student health clinic by faculty of the Health Sciences Center, or a faculty member of one professional school teaching a course in another professional school in addition to their normally assigned duties.

Signed: Allen A. Copping, Chancellor