

Honorarium Certification Statement Form

An honorarium is defined as a gratuitous payment to an individual for his or her participation in an activity for which no fee is legally required, and when no contractual obligation exists, such as lecturing, teaching, and sharing knowledge. An honorarium is a one-time payment to an individual (not a corporation, business, or partnership) who is not a current or recent employee of the university for a special and non-recurring activity of which the individual is known as an authority or expert in the field of endeavor to recognize or acknowledge the contribution of gratuitous services to the university.

Department Information

Department Name: _____ Contact Name: _____
 Contact Email: _____ Contact Phone: _____

Honorarium Information

Omni Supplier ID: _____ Name of Recipient: _____
 Amount of Honorarium: _____ Date of Event: _____
 Funding Source: _____

Honorariums Duties:

Honorarium Payment Questionnaire	Yes / No
Is the individual a business, corporation or partnership?	
Is this activity the individual's main source of income?	
Was the payment amount negotiated between the University and the individual?	
Is there a contractual agreement?	
Did the individual submit an invoice for payment?	
Does the individual expect to be paid for the service or set the price?	
Are the individual's services recurring?	
*Is the payment for service on an advisory-type board or committee or peer review?	

If you have answered "yes" to any of the above questions, the payment does not qualify as an honorarium.

*For more information regarding the new process for Peer Review and Research Board and Committee Member Services, see <https://controller.vpfa.fsu.edu/peer-review-and-research-board-and-committee-member-payments>

Please attach this completed Honorarium Certification Statement form to the payment request. Incomplete fields will cause the payment request to be denied.