

Honorariums and Stipends

I. Honorarium

- a. One-time payment to an individual for a service, such as a speech, lecture, or demonstration.
- b. May include consideration for expenses such as travel, meals, etc.
- c. Recipient cannot be a UMB employee.
- d. Recipient cannot be a business entity. A business entity can be identified by the name of the payee or by the tax identification number (TIN). If the TIN begins with two numbers (e.g. 52-), the recipient is a business.
- e. Recipient cannot be a consultant or other professional whose primary source of income is generated from the service provided to UMB.

Honorarium Examples

1. The Department offers Charlie Brown \$500 to speak during a conference on the benefits of companion pets. Charlie Brown owns a business that raises and trains companion pets. His primary duty is to operate the business, but once or twice a year he will speak at community or university events. The honorarium request is payable to Charlie Brown. Charlie Brown is eligible for the honorarium. His honorarium may be processed using the e-Z Payment Request Form or PUR02.
2. The Department offers Sally Rogers \$500 to speak during a conference on the benefits of companion pets. Sally Rogers owns a business that raises and trains companion pets. Although she helps Charlie operate the business, she regularly accepts speaking engagements for various businesses as part of her salary. She requests that the payment be made to her company. Sally Rogers is not eligible for an honorarium. A requisition for her services is required: PUR01 if a contract is involved; otherwise, the payment may be submitted on a PUR02.
3. The Department would like to offer Sally Rogers a regular speaking schedule to provide monthly lectures. Sally would like payments made to herself. Sally Rogers is not eligible for an honorarium. A PUR01 is required.

II. Stipend

- a. A stipend is a payment, or series of payments, to an individual that represents an allowance for the cost of living while the individual performs research, training, or other activity.
- b. Typically paid to interns or trainees – see document on FLSA standards on the [Disbursements webpage](#) for additional information.
- c. Recipient cannot be a UMB employee.
- d. Recipient cannot be a business entity. A business entity can be identified by the name of the payee or by the tax identification number (TIN). If the TIN begins with two numbers (e.g. 52-), the recipient is a business.
- e. Recipient cannot be a consultant or other professional whose primary source of income is generated from the service provided to UMB.

Stipend Examples

1. The Department offers Jill Monroe a training opportunity on a grant under the direction of PI George Jones. The offer includes a stipend of \$3,000 for the semester provided that Jill commits 10 hours per week. The PI will provide tasks for Jill. Jill is eligible for a stipend.
2. The Department wants to offer Mark Stevens a stipend of \$500 per week to serve as a receptionist. Mark's duties include answering questions, providing directions to guests, and to log information into the database. Mark must report at specific times and is required to perform his duties in order to receive the stipend. Mark cannot receive a stipend because he is performing duties required by the receptionist position. He is considered an employee.
3. Betty White is employed as an accountant in the Department, but she also has extensive IT knowledge and experience. The Department would like to offer a stipend to Betty for monitoring the Department's systems during the holiday break. Betty is not eligible for a stipend. She may be eligible for supplemental pay.