

Guest Speakers – Honoraria

Contracts are not required for most guest speaker arrangements, regardless of dollar value. Reimbursement for authorized guest travel expenses is processed through Banner, and the payment of an honorarium for a regular speaking engagement can be handled via Purchase Order, with no need for a contract, *even if the payment exceeds \$3,000.*

However, please note: Contracts are required for guest speakers who will be performing any high-risk activities, such as demonstrations involving chemicals or hazardous materials, or the use of UConn Health clinical or lab equipment. In addition, guest speaker engagements will continue to be subject to our statutory bidding requirements. A Business Associate Agreement (BAA) may be required if a guest speaker will have access to Protected Health Information (PHI) of UConn Health patients.

Please follow these instructions for requesting guest speaker travel reimbursement and honoraria:

Guest Travel Reimbursement <u>Only</u> <i>(Any kind of guest – UConn Health is <u>not</u> paying an honorarium)</i>	Guest Speaker Honoraria <u>Only</u> <i>(UConn Health is <u>not</u> paying for travel)</i>	Travel Reimbursement <u>plus</u> Honorarium <i>(UConn Health is reimbursing a guest speaker for travel <u>and</u> paying him/her an honorarium)</i>
<ul style="list-style-type: none"> • Complete the “GUEST/CANDIDATE TRAVEL AUTHORIZATION FORM,” available at: http://banner.uchc.edu/documents.aspx • The line on the form for honorarium should be \$0. 	<ul style="list-style-type: none"> • Enter Purchase Requisition for honorarium amount into HuskyBuy, with a description of the presentation topic, date, and any other pertinent information about the speaking engagement. • IMPORTANT: You <u>must</u> indicate if the presentation will involve the use of any chemicals, hazardous materials, UConn Health’s clinical or lab equipment, access to PHI, or other potentially risky activities. • If the person/company isn’t already in HuskyBuy, a New Supplier Application will need to be completed (see links below). 	<p>1) For the Travel Reimbursement portion:</p> <ul style="list-style-type: none"> • Complete the “GUEST/CANDIDATE TRAVEL AUTHORIZATION FORM,” available at: http://banner.uchc.edu/documents.aspx • Enter the amount of the honorarium on the appropriate line on the form. <p style="text-align: center;"><u>and</u></p> <p>2) For the Honorarium portion:</p> <ul style="list-style-type: none"> • Enter Purchase Requisition for honorarium amount into HuskyBuy, with a description of the presentation topic, date, and any other pertinent information about the speaking engagement. • IMPORTANT: You <u>must</u> indicate if the presentation will involve the use of any chemicals, hazardous materials, UConn Health’s clinical or lab equipment, access to PHI, or other potentially risky activities. • If the person/company isn’t already in HuskyBuy, a New Supplier Package will need to be completed (see links below).

New Supplier Applications:

- Individuals Only – http://poc.uchc.edu/policies_procedures/Documents/NewSupplierApplicationForIndividuals.pdf
- Businesses – http://poc.uchc.edu/policies_procedures/Documents/NewSupplierApplicationForBusinesses.pdf