



Title: <b>OB/GYN UNM/Internal Honoraria Payments</b>
--

<b>Policy</b>
---------------

### **SCOPE**

Applies to all OB/GYN Faculty and Staff.

### **PURPOSE**

To clarify department adherence to UNM Policy 2170: Honorarium Payments.

### **POLICY**

If an OB/GYN Faculty or Staff employee participates at a UNM event and a payment arises, it will be the department's policy to accept the payment to offset the employee's salary. No payment of this nature will be allowed to be paid directly to an employee nor will it be allowed to be deposited into an FOM index as this will be viewed to be in direct violation of UNM's Policy 2170 where it states, "[Internal] Honoraria cannot be paid to employees.". An example of a payment that will be subject to this policy is a "speaker incentive."

UNM Policy 2170 allows honoraria payments to non-employees as appropriate. Allowable payments are processed via Chrome River Expense Report by request to the Central Purchasing Unit (CPU), [HSC-OB-Purchasing@salud.unm.edu](mailto:HSC-OB-Purchasing@salud.unm.edu). A W-9, submitted through Lobomart, will need to be completed by the non-employee in order for him/her to be added to Chrome River and complete the expense report.

### **REFERENCES**

UNM Policy 2170: Honorarium Payments:

<http://policy.unm.edu/university-policies/2000/2170.html>

**APPROVAL**

Prepared by: Accounting

Approved by: Sarah Martinez

Approval: \_\_\_\_\_ Date \_\_\_\_\_  
Chair, Department of Obstetrics & Gynecology

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
1 /2	6/21/17	11/7/16 version	6/21/17	Update for chrome river reimbursements and w-9's