



TEXAS ASSOCIATION OF CITY & COUNTY HEALTH OFFICIALS

HONORARIA POLICY

Est 11-2018

The following policy is used to assist in providing honoraria to persons providing services to TACCHO.

Purpose

The purpose of this policy is to provide the framework and guidelines for consistent application when offering honorarium payments to individuals who have been asked to provide services to TACCHO.

Scope

This policy applies to non-employees only who provide services to TACCHO. TACCHO will not provide honorarium to employees.

Policy

An honorarium is an ex gratia payment made to a person for their services in a volunteer capacity, or for services for which fees are not traditionally or legally required. An honorarium is typically a payment made on a special or non-routine basis to an individual who is not an employee of TACCHO, to recognize or to acknowledge the contribution of gratuitous services to TACCHO.

An honorarium is not based on an agreed amount between the individual providing services and the TACCHO representative seeking services. If payment is agreed upon, this constitutes a contractual agreement and will involve invoicing, taxes, and related factors. Any conflicts of interest or engagements with related parties must be disclosed to TACCHO in advance of any services being rendered.

TACCHO provides an honorarium up to \$2500, based on the speaker qualifications and services to be provided. An honorarium amount up to \$2500, and approved in the annual TACCHO budget, usually within the annual conference and meeting budget, does not require additional ELT approval. Any other honorarium requests not approved in the annual budget, or above \$2500, must be submitted to the ELT for additional review and approval.

PROCESS

Payment

Honorarium payments are subject to the limits set by the Executive Leadership Team of TACCHO based on the services provided by the honoree. Notable exceptions might be for reviews and opinions, or keynote speakers at major events.

In order to process an honorarium payment, an invoice for the honoraria must be submitted to TACCHO from the provider. The invoice should be signed by the honoree and then submitted to TACCHO for approval by the appropriate signing authority. Please be prepared to provide the following information on an honorarium invoice:

1. name of honoree
2. name of person or entity receiving the check
3. the mailing address for the check
4. the purpose of the honorarium or type of service provided



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5. meeting location, or location where services are provided
6. date of engagement
7. amount being claimed

Honorarium invoices should be submitted to TACCHO within 30 days following completion of the services provided and may not be paid if submitted after 90 days. Payments are usually processed within 10 working days from the date claims are approved. Travel and business expenses are reimbursed in accordance with the TACCHO Travel Policy.

FORMS

The TACCHO Travel Policy referred to in this policy can be obtained by contacting TACCHO at 512-809-7201 or by email at jsmith@taccho.org

Amendments: To be reviewed at least every two years by the TACCHO ED and Executive Leadership Team, or as circumstances warrant to determine whether amendments are necessary.