**Honoraria SOP**

Ref: NAVPGSCOLINST 7200.1L

**BACKGROUND:**

Honorarium – a procedure for the authorization of payment of a fee for service rendered by a lecturer/panelist. Honoraria are intended for one-time events only.

**POLICY:**

Honoraria are to be paid to guest lecturers employed in the private sector. They may NOT be paid to Military Service Members or federal civilian employees. Military and federal civilian guest lecturers will receive only travel and per diem payments in accordance with the Joint Travel Regulations (JTR) for providing a Visiting Lecture.

Honoraria for multiple day events (more than two days) should be used only in exceptional circumstances. Generally, payment for multiple day events should be made through a technical service contract. A technical service contract should also be used if a department is using an individual more than once for the purpose of providing Visiting Lectures.

Honoraria shall NOT be used to defray travel expenses. These expenses shall be paid via an Invitational Travel Order (ITO).

Using Honoraria as payments for consulting and/or work and services is prohibited.

No individual will commit a fee or expenses to a guest lecturer without prior authorization from a member of the staff having control of funds for this purpose.

Honorarium fees up to $1250 for any one speaker require the concurrence of either a Dean, an Executive Director, or the Provost, as appropriate. Honorarium fees between $1250 and $2000 for any one speaker require the concurrence of the President or Chief of Staff. Honorarium fees in excess of $2000 for any one speaker must be approved by the Vice Chief of Naval Operations.

**PROCEDURES:**

Follow the procedures in the referenced instruction using the enclosures therein.