

## Stipends and Honoraria for Employees

Policy No. 342

**Policy Statement:** Employees who receive a stipend or an honorarium for work or services either related to, or arising from, their position in the Archdiocese, must report and return such monies to the Archdiocese, parish, camp or institution, whether or not such work or services were provided during regular working hours.

**Definitions:** Stipend: an allowance, or a periodic, or regular payment. It can either be compensation for services rendered or it can be an allowance to offset certain expenses (such as per diem, subsistence or travel).

Honorarium: an unexpected payment, gift, or reward given as an expression of gratitude, or a token of appreciation presented to an individual for services for which no fee is set, agreed upon, or legally obtainable. It may be monetary, but may also be a gift of a non-monetary nature, such as a picture, book, flowers, etc.

Dependent upon the circumstances and arrangement, it is possible that an individual may be given both a stipend and an honorarium.

**Procedure:**

- a) Monies received and returned in this way will be designated as “recovery” in our financial records.
- b) Modest honoraria of a non-monetary nature may be retained by the recipient employee.
- c) Work or services provided by an employee in or outside of the Archdiocese, and during or after regular hours of work, must be approved by the employee’s immediate supervisor or designate.
- d) Any expenses such as mileage or other related expenses arising from such work or services are to be submitted on the applicable claim form(s) to the employee’s immediate supervisor for consideration of reimbursement.

**Refer to Policy:**

No. 226 Stipends and Honoraria

**Refer to Appendix:**

226A Stipends and Honoraria Information Form