

Harvard Pilgrim Health Care, Inc.
Harvard Pilgrim Health Care Institute, LLC

Policy & Procedure
Use of Honorarium

This policy applies to all Harvard Pilgrim Health Care, Inc. (HPHC) and Harvard Pilgrim Care Institute LLC (HPHCI), (collectively HPHC/I) personnel who are engaged in instruction, education and research.

Definition

An honorarium is a one time payment/gift for provided services for which the recipient has not asked for compensation and does not provide HPHC/HPHCI with an invoice.

Policy

The recipient of the honorarium must have provided important service to our research or teaching efforts. Examples would be: making a presentation, giving a talk, helping to recruit patients, reviewing proposals and/or providing expert advice.

Procedure:

Contact your OSP grants manager (GM) to check policy applicability prior to services (this should be done even if the GM approved an honorarium payment in the original proposal) Submit a requisition request along with a written request, including the person's name, address and social security number, prior to services, to obtain a PO number. Once the service has been accomplished, the written request with the PO number and signed by the PI can be submitted to HPHC AP for payment.