



HONORARIUM & ENGAGEMENT AGREEMENT

One-Time Honorarium Engagement – Individuals Only

SECTION 1: GENERAL INFORMATION

Agreement Date

Department

Program / Event Name

Department Contact Name

Email

Phone

SECTION 2: ENGAGED PARTY INFORMATION (INDIVIDUALS ONLY)

Full Legal Name

Address

City / State / Zip

Email

SECTION 3: ENGAGEMENT DETAILS

Event Date(s)

Time

Location / Virtual Platform

Description of Engagement

SECTION 4: COMPENSATION

Honorarium Amount:

Payment Method: Paid via Candex

Payment Terms:

Payment will be issued after completion of services

Engaged Party must complete onboarding through Candex (W-9 and payment details)

All required documentation and University approvals must be completed prior to payment

Failure to complete required documentation may result in delayed payment



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SECTION 5: EXPENSES (IF APPLICABLE)

- ☐ No expenses covered
- ☐ Travel arranged and paid directly by the department
- ☐ Reimbursement (not to exceed \$)

Expense Details (if applicable):

SECTION 6: TERMS AND CONDITIONS

- One-time honorarium engagement only; no ongoing service relationship is created.
- This Agreement may not be used for independent contractors or business services.
- The Engaged Party is responsible for all applicable taxes, which may be reported on IRS Form 1099.
- The Engaged Party agrees to comply with Tulane University non-discrimination policies.

SECTION 7: RECORDING & MEDIA RELEASE (OPTIONAL)

- ☐ Engaged Party consents to recording and use for educational/promotional purposes
- ☐ Engaged Party does NOT consent

If limitations apply, please describe:

SECTION 8: AGREEMENT LIMITATION

This Agreement is intended solely for honorarium-based engagements and may not be used for services that require procurement review, competitive bidding, or formal contracting under University policies.

SECTION 9: SIGNATURES (REQUIRED)

By signing below, the parties acknowledge that they have read, understood, and agree to the terms of this Agreement

ENGAGED PARTY

Printed Name

Signature

Date

DEPARTMENT REPRESENTATIVE

Name & Title

Signature

Date