ONE TIME PAYMENTS

SCHOOL OF MEDICINE
ACADEMIC AFFAIRS

FEBRUARY 2024
AGENDA

• Types of One Time Payments
  • Honoraria
  • Faculty Consultant
  • Award or Prize

• Approvals

• SOM Procedures

• Job Title/Job Desc/Earn Code

• Resources

• Let’s Review
A One-Time Payment (OTP) is additional compensation provided to an academic appointee for occasional service or activities that fall outside of the appointee’s normal responsibilities. These payments are governed by specific policies and not all additional services/activities are eligible for additional compensation.

Specific circumstances are outlined in the salary administration section of the Academic Personnel Manual.

Eligible one-time payments are listed in APP 9-10. Activities or services that do not fall under the outlined categories will require exceptional approval.
**HONORARIA** (*most common*)

**Description**: A payment by the University to an academic appointee for lectures or similar public appearances that fall outside the appointee’s normal academic responsibilities to the University (APM 666)

**Types of Honoraria**

1. Lectures and seminars (performed at a UC campus other than the appointee’s home campus)
2. Concerts, creative activities or University sponsored panels/conferences (performed at any UC campus)

**Eligibility**: All Academic appointees

**Restriction**: Cannot be paid using state general funds

**Final Authority**: Vice Provost, Academic Personnel, or UCOP (depending on amount)
ONE TIME PAYMENTS

Awards or Prizes

Description: A payment to an academic appointee for winning an award or prize. The award or prize must be the result of a competitive process. Established award programs only, not ad hoc.

Eligibility: All Academic appointees
Restriction: No State General Funds
Final Authority: Vice Provost, Academic Personnel
Examples: Best Teaching or Poster Presentation Awards
ONE TIME PAYMENTS

Faculty Consultant (*not very common)

Description A payment to a faculty member for occasional consultant services on projects, conducted under the auspices of the University, that fall outside the appointee’s normal academic responsibility (see APM-664). This allows the University to engage a faculty member for their expertise instead of hiring an outside entity

Eligibility: Faculty titles as defined in APM 110-4-15 from any UC Campus

Final Authority: Vice Provost, Academic Personnel
APPROVALS

- **ALL** One-Time Payments must be approved by (1) the SOM Dean’s Office (Finance), and (2) the Office of Academic Personnel* prior to the activity taking place (*for payments to UC appointees only)

- Exceptional requests are reviewed on a case-by-case basis, taking into consideration academic personnel policy

- For all inter-campus one-time payments, the host campus must notify the home campus of the activity in advance of the activity being performed

Any request received after the activity has taken place will be reviewed on a case-by-case basis and may be denied
SOM PROCEDURES

- Overview of SOM Procedures: Honoraria and Awards
- SOM Recommended Honoraria Amounts
- Procedures: Honoraria for Non-UC Speakers
- Procedures: Honoraria for Non-UC Appointees
- Procedures: Award or Prize
(1) Each honorarium request must be pre-approved by the Dean of the School of Medicine and requires a memo to be signed prior to offering an honorarium to a guest.

(2) Honorarium requests for faculty from another UC campus must also then be pre-approved by Academic Personnel via UPAY form U560/644

(3) Awards do not require pre-approval from either the Dean of School of Medicine, or the Vice Provost but do require signature by the Assoc. Dean and VP on the AP-70 form
SOM RECOMMENDED HONORARIA AMOUNTS

**Up to $500 per activity when hosted virtually.**
If there are multiple activities in one day, the fee paid for each activity after the 1st will be $250.00

**Up to $1,000 per activity when hosted in-person.**
If there are multiple activities in one day, the fee paid for each session after the 1st will be $500.00

If the amounts being offered to the guest are within the SOM recommended levels, the department(s) can assume the Dean and the Vice Provost will approve, and as such, they can provide the amount to the guest ahead of approval. An invitation to take part in the activity and honoraria may be extended by the department and is appropriate to communicate prior to approval. **Note: You must stipulate that the anticipated amount to be awarded is $XXX and can be subject to change upon approval from SOM or Academic Personnel.**

If the department will offer more than the SOM recommended amount, you need exceptional approval, and the amount should not be confirmed with the guest until approval has been received.
PROCEDURES: HONORARIA FOR NON-UC SPEAKERS

1. **Well in advance of the event:** Department prepares a memo on letterhead addressed to the Dean, signed by the Chair which requests an honorarium and explains the following: Date and details of event, name, title, and professional location of the honorarium recipient, as well as the honorarium amount requested. Include signature block for Dean to sign:
   
   I approve:

   ______________________
   Michael J. Stamos, MD
   Dean, UCI School of Medicine

   *NOTE: Memo must ask for exception if (1) amount paid is over SOM thresholds, and/or (2) the event has already occurred*

2. Attach a flyer, advertisement or marketing materials for the event

3. .PDF bundle all of the above items with the Routing Slip as a cover page and route to somadministration@uci.edu

4. Once the Dean has signed the memo, Rachel Pearlman will return the signed memo to the department. The department should follow established SOM Finance procedures to proceed with payment to the guest.
PROCEDURES: HONORARIA FOR UC APPOINTEES

Well in advance of the event, the Host Campus prepares a memo on letterhead addressed to the Dean, signed by the Chair which requests an honorarium explains the following: Date and details of event, name, title, and professional location of the honorarium recipient as well as the honorarium amount requested. Include signature block for Dean to sign:

I approve:

_______________________
Michael J. Stamos, MD
Dean, UCI School of Medicine

NOTE: Memo must ask for exception if (1) amount paid is over SOM thresholds, and/or (2) the event has already occurred

2. Prepare the UPAY 560/644 form. This form must be filled out completely and accurately. Contact other UC location for information (Dept. Acad. Affairs analyst or Campus AP Analyst). NO NEED TO OBTAIN SIGNATURES FROM THE OTHER CAMPUS.

3. Attach a flyer, advertisement or marketing materials for the event

4. PDF bundle all of the above items with the Routing Slip as a cover page and route to somadministration@uci.edu;

5. The Dean’s Analyst reviews and works with the department analyst to make any corrections, and then route all items to the Associate Dean and then the Vice Provost. The Vice Provost’s office works with the other campus to obtain review/signature. Once the Honoraria is approved and signed by the Vice Provost, the Dean’s Analyst will route the signed form back to the department, and the department should follow established SOM Finance procedures to proceed with payment.

NOTE: Honoraria for faculty at another UC campus requires that all forms are routed to the other UC campus for their review/signature prior to the final authority signature. This can take a significant amount of time; please plan accordingly. You may check in with your Dean’s analyst if you do not have a signature within 2 weeks of the submission date.
PROCEDURES: AWARD OR PRIZE

1. **NO MEMO REQUIRED**

2. **The Host department prepares the AP-70** (UCI appointee) or **UPAY 560/644** (other UC appointee) **forms and attach them to the supporting documents.** The forms must be filled out completely and accurately. **NO NEED TO OBTAIN SIGNATURES FROM THE OTHER CAMPUS.**

3. **The Host department locates an Email, announcement or other materials which support the Award/Prize**

4. **.PDF bundle all of the above items and route to your assigned Dean’s Analyst**

   **The Dean’s Analyst reviews and works with department to make any corrections, and then routes all items to the Associate Dean and then the Vice Provost.** Once the Award/Prize is approved and the UPAY or AP form is signed, the Dean’s Analyst will route everything back to the department, and the department should follow established SOM Finance procedures to proceed with payment.

**NOTE:** Awards/Prizes for faculty at another UC campus requires that all forms are routed to the other UC campus for their review/signature prior to the final authority signature. This takes a significant amount of time; you may check in with your Dean’s analyst if you do not have a signature within 2 weeks of the submission date.
### JOB TITLE

### JOB DESCRIPTION

### EARN CODE

USE THIS INFORMATION TO COMPLETE SECTION 3 OF THE UPAY 560/644 FORM AND JOB CODE/DESCRIPTION ON THE AP-70

<table>
<thead>
<tr>
<th>Activity</th>
<th>Job Title</th>
<th>Job Description</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honoraria: Lecturers and Seminar</td>
<td>001650</td>
<td>Lecturer-Misc/Part-Time</td>
<td>HON</td>
</tr>
<tr>
<td>Honoraria: Creative Works, University sponsored panels/conferences</td>
<td>003999</td>
<td>Misc. Academic Activity</td>
<td>HON</td>
</tr>
<tr>
<td>Faculty Consultant</td>
<td>003700</td>
<td>Faculty Consultant</td>
<td>ACF</td>
</tr>
<tr>
<td>Award/Prize</td>
<td>003999</td>
<td>Miscellaneous</td>
<td>AAP*</td>
</tr>
</tbody>
</table>
APP 9-10: Additional Compensation – One-Time Payments

Only in specific circumstances is additional compensation allowed for academic appointees; these circumstances are outlined in the salary administration section of the Academic Personnel Manual. A one-time payment is additional compensation provided to an academic appointee for occasional service or activities that fall outside of the appointee’s normal responsibilities. These payments are governed by specific policies and not all additional services/activities are eligible for additional compensation.

Eligible one-time payments are listed below, activities or services that do not fall under the outlined categories will require exceptional approval.

All one-time payment requests must be approved by the Office of Academic Personnel prior to the activity or service and before payments can be processed and paid to the academic appointee.

1. Policy and Eligible Titles

   1. Honoria

   An honorarium is a payment by the University to an academic appointee for lectures and similar services that fall outside the appointee’s normal academic responsibilities to the University (APM 666).

   All requests for payment of honoraria to University academic appointees should be forwarded to the Vice Provost through the Office of Academic Personnel.

   Vice Chancellors, Academic Deans, and the Director, UCI Medical Center are delegated the authority to approve payment of honoraria of up to $2,500 to individuals who are not University employees. This authority may not be redelegated further.

   All academic appointees are eligible to receive an honorarium payment.

2. Service Activities

   A UC academic appointee may receive honoraria for one of the following activities:
   - A special lecture or a short series of such lectures at a campus other than the faculty member’s home campus.
   - A campus sponsored program review for a campus other than the faculty member’s home campus.
   - A concert or other creative work on any UC campus including where the appointee serves.
   - University-sponsored conferences and panels when these activities occur on any UC campus including where the appointee serves.

APP 9-11: Processing One-Time Payments

All one-time payments must be approved by the Office of Academic Personnel prior to the activity/service taking place and before these payments are offered to the academic appointee.

For all intercampus one-time payments, the host campus must notify the home campus of the activity in advance of the activity being performed. The home campus must confirm that the academic appointee is eligible to receive the payment.

Job Codes and Earn Codes for AUPath Entry:
- Lect/Teaching/Part-Time: 061800 / HON for Honorarium
- Faculty Consultant: 020800 / AC for Additional Compensation – Consulting
- Award/Proc: 039999 / AFP for Academic Award or Prize
- Misc. Academic Activity: 003999 / HON for Regular Pay

<table>
<thead>
<tr>
<th>Home/Host</th>
<th>Form to Use</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCI, UC</td>
<td>UCI-AP-10</td>
<td>Host department completes and completes AP-10 form. Host department sends AP-10 form to the Office of Academic Personnel (OAP) at the local Office of Academic Personnel will receive, review, and send form back to host department. Host department processes transaction in AUPath.</td>
</tr>
<tr>
<td>UCI, Other UC</td>
<td>UCI-AP-10</td>
<td>Host department completes the US6544 Form for Interlocus one-time payment form. UCI department sends US6544 Form to UCI Office of Academic Personnel (OAP). UCI Office of Academic Personnel will receive, review, and sends form back to the host campus. Home campus completes their version and sends form back to the host campus. Host campus will enter transaction in AUPath.</td>
</tr>
<tr>
<td>Other UC, Other UC</td>
<td>US6544 Form</td>
<td>Host campus completes the US6544 Form for Interlocus one-time payment form. Host campus sends form to UCI Office of Academic Personnel for review and approval. UCI Academic Personnel will send completed form to host campus. Host campus will enter transaction in AUPath.</td>
</tr>
</tbody>
</table>
**LET'S REVIEW:**

**AP-70**

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### UCI Office of Academic Personnel

#### ONE-TIME PAYMENT AUTHORIZATION FORM (UCI-AP-70)

**Academic Appointees - Irvine Campus**

<table>
<thead>
<tr>
<th>HOME DEPARTMENT INFORMATION</th>
<th>Notice the Job Code and Title: use full title including ‘-HCOMP’</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE NAME: Lisa Gibbs</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE ID: 10284159</td>
<td></td>
</tr>
<tr>
<td>JOB CODE: 1734</td>
<td></td>
</tr>
<tr>
<td>JOB CODE DESCRIPTION (TITLE): HS CLIN PROF-HCOMP</td>
<td></td>
</tr>
<tr>
<td>DEPT CODE: IR0995</td>
<td></td>
</tr>
<tr>
<td>APPOINTMENT PERCENT: 100</td>
<td></td>
</tr>
<tr>
<td>SCHOOL NAME: Family Medicine, Div. of Geriatric Medicine</td>
<td></td>
</tr>
<tr>
<td>SCHOOL OF MEDICINE:</td>
<td></td>
</tr>
<tr>
<td>BASIS/Paid OVER: 11/12</td>
<td></td>
</tr>
<tr>
<td>BEGIN DATE: 7/17/2002</td>
<td></td>
</tr>
<tr>
<td>END DATE: 6/30/2023</td>
<td></td>
</tr>
<tr>
<td>HOME DEPARTMENT CONTACT NAME AND EMAIL/IPHONE NUMBER: Cam Azarakhsh <a href="mailto:cazarakhs@hs.ucr.edu">cazarakhs@hs.ucr.edu</a>/715-456-3730</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOST DEPARTMENT INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL NAME:</td>
<td></td>
</tr>
<tr>
<td>SCHOOL OF MEDICINE:</td>
<td></td>
</tr>
<tr>
<td>SELECT THE APPROPRIATE ONE-TIME PAYMENT CATEGORY: AWARDS OR PRIZES</td>
<td></td>
</tr>
<tr>
<td>JOB CODE AND DESCRIPTION:</td>
<td></td>
</tr>
<tr>
<td>EARN CODE:</td>
<td></td>
</tr>
<tr>
<td>EVENT/SERVICE START DATE: April 13, 2022</td>
<td></td>
</tr>
<tr>
<td>EVENT/SERVICE END DATE: April 13, 2022</td>
<td></td>
</tr>
<tr>
<td>ONE-TIME PAYMENT AMOUNT: 1000.00</td>
<td></td>
</tr>
<tr>
<td>ACCOUNT NUMBER/KFS NUMBER TO BE CHARGED: PR58660</td>
<td></td>
</tr>
<tr>
<td>HOST DEPARTMENT CONTACT NAME AND EMAIL/IPHONE NUMBER: Emily Dawidoff <a href="mailto:edawidoff@hs.ucr.edu">edawidoff@hs.ucr.edu</a>/949-824-9309</td>
<td></td>
</tr>
</tbody>
</table>

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**THE SALARY RATE SHOULD BE (X) RATE**

**MAKE SURE THIS IS CORRECT; THE AP-70 WILL AUTO-POPULATE THE ‘JOB CODE AND DESCRIPTION’ AND ‘EARN CODE’ DEPENDING ON YOUR SELECTION HERE**

**NOTICE THE JOB CODE AND TITLE:**

- Use full title including ‘-HCOMP’

**NOTICE THE JOB CODE AND EARN CODE:**

- Use your Resources! (APP 9:11)

**PLEASE NOTE:** State funds cannot be used for one-time payments.

**REFER TO ANY LIMITS SET BY SOM FINANCE**
Describe the Award in detail, and how the Award was decided. Note: cannot be ad-hoc; must be an established award and proof must accompany this form.

Do not send forward without this signature, date, and name.
LET’S REVIEW:

AP-70

EVIDENCE OF THE AWARD

Evidence must come forward along with the AP-70 form
Can be an Email, letter, announcement, or other type of evidence which describes the award and/or the announces the winner of the award (or both)
### LET'S REVIEW:

**UPAY 560/644**

**Job Code and Title:** Use full title including **"HCOMP"** (if applicable)

**Job Title/Code, Earn Code, Service Dates, Fund Source, etc.** must be accurate; use your Resources APP 9-11

**Primary Pay Schedule:**
- **WMO**
- **BW**

**Day/Shift:**
- **Annually**
- **Hourly**

**Salary:** $10,000.00

**Annual FTE:** 1.00

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1: HOME LOCATION INFORMATION</td>
<td>Complete for both MLA and OTP</td>
</tr>
<tr>
<td>Home Location</td>
<td>UCLA</td>
</tr>
<tr>
<td>Employee Name</td>
<td>Jenny Salk</td>
</tr>
<tr>
<td>Job Title(s)</td>
<td>HS. Associate Professor -HCOMP</td>
</tr>
<tr>
<td>Job Code(s)</td>
<td>1733</td>
</tr>
<tr>
<td>Home Department(s)</td>
<td>Medicine</td>
</tr>
<tr>
<td>Total Job FTE</td>
<td>1.00</td>
</tr>
<tr>
<td>Section 2: MLA HOST LOCATION INFORMATION</td>
<td>Complete only for an ongoing Multi-Location Appointment</td>
</tr>
<tr>
<td>Host Location</td>
<td></td>
</tr>
<tr>
<td>Host Department</td>
<td></td>
</tr>
<tr>
<td>Job Title/Code</td>
<td></td>
</tr>
<tr>
<td>Earn Code</td>
<td></td>
</tr>
<tr>
<td>Service Dates</td>
<td>22424 to 22424</td>
</tr>
<tr>
<td>Fund Source</td>
<td>COA or FAU</td>
</tr>
<tr>
<td>Section 3: OTP HOST LOCATION INFORMATION</td>
<td>Complete only for an Interlocation One-Time Payment</td>
</tr>
<tr>
<td>Host Location</td>
<td>UCI</td>
</tr>
<tr>
<td>Job Code &amp; Job Title</td>
<td>01630 - Lecturer Part Time</td>
</tr>
<tr>
<td>Earn Code</td>
<td>ON</td>
</tr>
<tr>
<td>Service Dates</td>
<td>to 22424</td>
</tr>
<tr>
<td>Fund Source</td>
<td>COA or FAU</td>
</tr>
</tbody>
</table>

**Nota:** For MLA/Multi-Location schedule and PSR status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

**UCI SOM faculty are paid on a Fiscal Year (FY) schedule; Faculty from other schools at other UC's may be on a different schedule (e.g. 9/12)**

**The reasoning here must be brief, and must match what is on the Dean's Memo (e.g. date of event, description, purpose of the event, etc.)**

**Use total Annual Salary here and indicate accurate pay schedule (Monthly or Bi-Weekly). Annual Salary can be \((X+X'+Y)\)**
**LET’S REVIEW:**

**UPAY 560/644**

The Host Campus completes the ‘Host Location’ area; make sure all boxes are completed with accurate information, signatures, and dates. Departments complete the ‘Location Contact’, ‘Department Fund Source Authorization’/‘Department Fund Source Authorization (Signature)’ and ‘Date’. The Host Dean’s Office and AP will complete the remaining boxes.

The Home Location information is completed by the Dean’s Office or AP Office at the Home campus; the Home contact may complete the Home ‘Location Contact’ area only. They must not add a signature or complete the other boxes.
LET’S REVIEW:
UPAY 560/644

MULTI-LOCATION APPOINTMENT/INTERLOCATION

FOR BOTH MLA AND OTP, COMPLETE SECTION 1:

Home Location/Department: Location/Department where currently employed.
Host Location: Location/Department where activity is being performed.

Home Location Information: (to be obtained from Home Department/Campus)
  Employee ID#: UCPath Employee ID number
  Job Code: Job code(s) for home campus’s appointment(s)
  Home Location Job Title: Employee’s title(s) at Home Campus
Step: Step of home appointment (if applicable)
Annual or Hourly Rate: Enter the full-time equivalent salary of home department’s primary appointment.
Total Job FTE: If employee has multiple jobs, add up all the FTE’s of each job and provide the total combined FTE.
Primary Pay Schedule: Check MO or BW
FLSA Status: Check Exempt or Non-Exempt. NOTE: if there are questions/conflicts about FLSA status for employees with concurrent jobs, please consult with your AP Office or Staff HR Office, as appropriate.
Frequency: Check appropriate box (UC-9M, UC-10, UC12, or UCFY)

FOR MLA (SELECT IF PAYING ON MORE THAN ONE PAYMENT) SELECT MLA CHECK BOX AND COMPLETE SECTION 2:

Host Location Information: (to be provided by Host Department)
Host Location Temporary or Multi-location appointment title: Enter a valid UCPath title which relates to the job at the host campus
Step: Enter correct Step (if applicable) for host campus appointment
Annual or Hourly Rate: Enter the full-time equivalent salary of host department appointment.
Job FTEs: Indicate job percentage of appointment. NOTE: if the combined total FTE for home and host campus appointments exceeds 100%, please coordinate with appropriate home campus contacts to adjust the FTE as needed.
Primary Pay Schedule: Check MO or BW
Frequency: Check appropriate box (UC-9M, UC-10, UC12, or UCFY)
Earn Code: Enter valid UCPath earn code
Pay Period Dates: List complete dates of appointment. Must contain both start and end date.
Host Location Fund Source to be Charged: Enter full accounting unit, must be an appropriate FAU/COA for Payroll Expense

FOR OTP (SELECT IF PAYING A ONE-TIME PAYMENT) SELECT OTP CHECK BOX AND COMPLETE SECTION 3:

Host Location Information: (to be provided by Host Department)
Host Location Temporary or Multi-location appointment title: Enter a valid UCPath title which relates to the job at the host campus
Job Code: Enter a valid UCPath job code which relates to the appointment at the host campus
Earn Code: Enter valid UCPath earn code
Host Location Fund Source to be Charged: Enter full accounting unit, must be an appropriate FAU/COA for Payroll Expense

Routing Instructions
1. Host location selects check box for MLA and/or OTP, fills out employee information, and very basic home job information using Person Org Summary that host location has access to. Host location may coordinate with home location to fill out additional details for the Home Location section.
2. Host location fills out Host Job Information, obtains appropriate approvals, and sends forms to Home location’s AP Office or Staff HR Office, as appropriate.
3. Home location reviews form, adds approvals to the form and returns to Host location, COA Home Department.
4. Host location initiates a Template Based Hire for concurrent hire, attaching approved form.
LET’S REVIEW:

MEMO TO DEAN STAMOS (1)

Letter is on letterhead, dated, signed by Chair and includes a line for Dean Stamos’ signature

The letter is descriptive and includes information pertinent to the request: Name of Faculty receiving Honoraria, Event dates and details, amount requested to pay, justification for payment, and dated and routed in advance of the event

If you must request payment of Honoraria after the event, then the letter must request an exception
LET’S REVIEW:
MEMO TO DEAN STAMOS (2)

Letter is on letterhead, dated, signed by Chair and includes a line for Dean Stamos’ signature.

The letter does not have to be long, however it must include the required elements: Name of Faculty receiving Honoraria, Event dates and details, amount requested to pay, justification for payment, and dated and routed in advance of the event.

---

Michael J. Stamos, MD
Dean, School of Medicine
University of California, Irvine

RE: Honoraria Request

Dear Dr. Stamos:

The Office of Medical Education, in the School of Medicine, requests approval to pay an honorarium to Mark Henderson, MD, in the amount of $300 per lecture with a maximum of $500 per day for participating in the 2023 TNT PCP Fellows & CAP Track August Conference on 08/11-23/08/12/23. Faculty will be providing a lecture called How to Train Others as well as speaking on the Stamp the Experts panel. This event will take place at the Sheraton San Diego.

<table>
<thead>
<tr>
<th>Lecture Schedule:</th>
<th>Academic Institution</th>
<th>Aug. 11, 2023</th>
<th>Aug. 12, 2023</th>
<th>Conference Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Henderson, MD</td>
<td>UC Davis</td>
<td>$300</td>
<td>$300</td>
<td>Fri. 8/11 at 12:45 PM – How to Train Others&lt;br&gt;Sat. 8/12 at 1:15 PM – Stamp the Experts Panel</td>
</tr>
</tbody>
</table>

The honorarium will be paid by the Office of Medical Education, in the School of Medicine, using State funds.

Your consideration of this request is most appreciated.

Sincerely,

Chair, Vice Dean, Medical Education
University of California, Irvine School of Medicine

Approved.

Michael J. Stamos, MD
Dean, School of Medicine
University of California, Irvine
LET'S REVIEW:

EXCEPTIONAL MEMO

The letter is on letterhead, dated, signed by Chair and includes a line for Dean Stamos’ signature.

The letter is descriptive and includes relevant information pertinent to the request: Name of Faculty receiving Honoraria, Event dates and details, amount requested to pay, etc.

NOTE: Includes the word ‘exception’, and the reasoning/justification for the exception.

Department of Medicine
Division of Gastroenterology & Hepatology

January 6, 2023

Michael J. Stamos, MD, FACS, FASCRS
Dean, UC Irvine School of Medicine

RE: Exceptional After-the-Fact Approval for Honorarium

I am requesting exceptional, after-the-fact approval to offer an honorarium to David C. Kunkel, MD, UCSD, who presented as an external speaker at the 14th Annual Gastroenterology and Hepatology Symposium, which took place in hybrid virtual/in-person format April 20-22, 2023. The conference was a CME-accredited event which attracted more than 1000 attendees.

Dr. Kunkel presented on the topic “Gastroparesis and the pylorus: concepts, controversies, and challenges” and served as a panel member for a Q&A session. Like the other invited speakers, Dr. Kunkel is an expert and well-respected authority in his field. As we requested and received exceptional approval to offer each of the other external speakers an honorarium of $500, we are making the same request in regards to Dr. Kunkel.

We understand that this request is being made after-the-fact by quite some time. Unfortunately, Dr. Kunkel was not able to accept our invitation until just prior to the event, and due to administrative oversight, as well as communication delays between the Division and Dr. Kunkel, the necessary paperwork required for intercollegiate honoraria was not completed in a timely manner. The Department has retested the need for timely submission of honorarium requests to the Division, and we will work to ensure that these requirements are followed moving forward.

It is our hope that given the benefit this symposium offers both to our faculty and the community at large, you will grant this exceptional after-the-fact approval.

The agenda for the symposium has been attached. If you have any further questions, or require any further details, please let us know. Thank you for your consideration of this request.

Sincerely,

Kenneth J. Chang, MD, FACC, ASAF, FASGE, FIGES
Executive Director, UCI Digestive Health Institute
Medical Director, H.H. Chao Comprehensive Digestive Disease Center
Professor and Chief, Division of Gastroenterology & Hepatology

Approved:

Michael J. Stamos, MD, FACS, FASCRS
Dean, UC Irvine School of Medicine

Alpesh N. Amin, MD, MBA, MACP, SFHM, FACC, FHFSA, FRCP (Lond)
Thomas & Mary Cesaro Endowed Chairman of Medicine
Professor of Medicine, Business, Public Health, Nursing
Science & Biomedical Engineering
Executive Director, Hospitality Program
This is evidence of the faculty's participation in the event (event schedule)

Host must attach evidence of the event and/or evidence of the faculty’s participation in the event to the UPAY Form along with the memo for Dean Stamos.
LET’S REVIEW:
EVIDENCE OF THE EVENT

This is evidence that the event will take place (event flyer or advertisement)

Host must attach evidence of the event and/or evidence of the faculty’s participation in the event to the UPAY Form along with the memo for Dean Stamos
QUESTIONS?