

PROCESS FOR INTERLOCATION ONE-TIME PAYMENT

5. **Submit Signed MLA/INTERLOCATION OTP Form via Dean's Office.** Completed forms should be sent to APO via email as a PDF attachment to APPolicy@berkeley.edu. **The subject line should read "Interlocation One-Time Payment Form" and include the payee name.** Please note that APO will route the form and obtain signatures from the Home campus.

Conclusion:

Email a copy of the submitted form to payee.

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APPENDIX

Generally, honoraria are activities defined in [APM 666-8](#). Broadly speaking, payments cover activities such as lectures, seminars or campus sponsored program reviews. If you have read the APM and still have questions about whether an activity may be eligible for a payment, please contact APpolicy@berkeley.edu.

Funding: Honoraria may not be paid from State funds, but is permitted from gifts, endowments, etc. (See [APM 666-22](#))

Amounts over \$2,500 need Dean's approval. Amounts over \$5,000 need UCOP approval. This is not stated in the APM but is a limit set by the system-wide Provost.

The job code used for honoraria given for a lecture or seminar is 1650. The accompanying earn code is HON. The job code used for program reviews is 3999 (Miscellaneous). The accompanying earn code is HON. These transactions will require a concurrent appointment entry and payment in UCPATH.

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Faculty consultants, though less frequent, are handled through one-time payments. The Job code for this service is 3700 and the earn code is ACF. **Under APM-025, this service is considered a category II activity and must be reported on the annual APM-025 form.** This activity counts against a faculty member's annual consultation limit.

For faculty consultant work, the faculty member cannot be paid over the maximum of his or her daily rate for the work period. [APM-664](#) states that the daily rate is the Annual Salary/171 days for AY and Annual Salary/236 days for FY.

If you have any questions, please contact APpolicy@berkeley.edu.