

## 1. PURPOSE

AUP may hire outside consultants (service providers, companies) to optimize work or for discrete projects or events. In order for AUP to pay any honoraria, an engaged consultant must be officially incorporated as a company. This policy describes procedures related to engaging a consultant to ensure compliance with laws and regulations.

## 2. WHO IS AFFECTED BY THIS POLICY

Employees and AUP departments that hire outside consultants.

## 3. POLICY STATEMENT

- a. A department manager must approve in advance a search for a consultant.
- b. Any consultant must be officially incorporated as a company and/or have a valid registration number before AUP can engage the consultant. AUP must receive this number before agreeing to the scope of services.
  - i. Consultants registered as *travailleurs indépendants* have an *URSSAF* number (which is not the same as a social security number).
  - ii. Every company has either a SIREN, SIRET, RCS or a Tax ID number (again, this is not a social security number).
- c. If an individual cannot provide his/her legal registration number, he/she cannot be considered an outside consultant and cannot receive honoraria from the Finance & Accounting Office. In such a case, contact the Office of Human Resources.
- d. Consultants must send an official invoice directly to the requester, addressed to AUP headquarters.
- e. Invoices must be billed to The American University of Paris (not translated) and not to the requester's name.
- f. Invoices must include thorough legal information.
- g. Invoices must give a detailed description of the billed services.
- h. Cost center managers must approve and sign invoices.
- i. Consultants involved in teaching activities are considered employees. They must sign an employment agreement form and are placed on AUP payroll. See the Office of Human Resources for further information.
- j. An agreement/contract should be signed by both parties for each service whose total engaged fees exceed 5,000 euros.
- k. Only the Executive Vice President for Finance and Administration has the authority to sign multi-annual fee agreements.

Access the full procedures here:

[Procedures for Payment to Outside Consultants](#)  
[Procedures for Orders, Invoices, Payments](#)  
[Procedures for Cost Centers](#)

## 4. RESPONSIBILITIES

Office of Human Resources	Handles payroll and questions related to employee status.
Finance & Accounting Office	Processes and pays invoices, if procedures have been followed correctly.
Department supervisors/managers	Review invoices and take full responsibility when agreeing to and signing consultant invoices.

## 5. DEFINITIONS

AUP	The American University of Paris
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Consultant

Outside service provider or company that is not an employee of AUP.

Honoraria / *honoraires*

Consulting fees, fees for services provided, payments made to outside service providers for their services rendered to AUP.

## 6. APPROVALS & HISTORY

Reviewed February 28, 2018.  
Last review June 20, 2019.  
Next review November 1, 2022.

## 7. ISSUING OFFICE AND CONTACT

Finance & Accounting  
5, Bd de La Tour-Maubourg  
Paris 75007  
+33 1 40 62 07 14