

Department of Applied Mathematics

APPM Honorarium Guidance as of 7.16.26

This sheet summarizes CU Boulder's honorarium process for department faculty and staff who are inviting a guest speaker, lecturer, panelist, or performer.

What Counts as an Honorarium

An honorarium is a token payment or reward made to an individual for a one-time voluntary service such as a guest lecture, panel appearance, workshop, or musical performance for which custom does not set a price. Honoraria are given as a courtesy and may not be promised or negotiated ahead of the service.

If you are instead paying a negotiated fee for a defined scope of work with an independent contractor, we instead must use the Scope of Work (SOW) / Independent Contractor Process instead.

Typical Honorarium Situations

- Guest lectures - a one-time invited talk or presentation
- Panel participation - joining a panel discussion or symposium
- Workshops or seminars - speaking at or leading workshops or seminars
- Performances - a one-time musical or artistic performance

How to Submit a Request

- Please fill out this form: Honorarium Request Form - <https://www.colorado.edu/amath/honorarium-request-form>
- You will need to provide the following:
 - Contact Info for the visiting scholar
 - Speedtype from where the funds will come
- Payment can only occur AFTER the the individual has provided the lecture.
- Please submit the request well ahead of the date of the lecture as the process and setup can take some time.
- The visitor will be required to register as a supplier in CU's supplier database (this is typically not a problem).

Foreign National / Non-U.S. Citizen Payments

There will be an additional 30% tax on payments to non U.S. citizens. Additionally, there is paperwork required to ensure allowability of payment and the individual must be in the country in an allowable status.

Key Contacts & Resources

Resource	Where to Find It
CU Boulder Honorarium Process (HR)	colorado.edu/hr/honorarium-process
APPM Finance Contact	Hilary Merina: am_accnt@colorado.edu