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*Refer to these  
guidelines if you  
need to pay an  
honorarium*

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# Honorarium Payment Procedures

Please complete the following in order to initiate honorarium payment to departmental guest speakers.

1. Send a vendor registration invitation to the guest via Marketplace

- CU Resources tab in MyCUinfo
- Business Tools
- CU Marketplace
- Supplier Management (6th icon (person with a clipboard) down on the left-hand side)
- Add Suppliers
  - Registration Type - Individual
  - Complete all fields with asterisk
  - Hit “Invite Supplier to Register”

2. Complete Honorarium request form\_

<https://goo.gl/forms/NovXSdZJ8g78E8Pr1>

**Note:** An honorarium is a token payment, or reward, made to an individual for a one-time service (e.g., a guest lecture) for which custom forbids a price to be set. To authorize payment of negotiated services to an independent contractor, use Independent Contractor Payment form instead of the Honorarium Request form.

Payments to foreign citizens require additional documentation. Please visit <https://www.cu.edu/employee-services/policies/international-ap-payments> for the list of additional paperwork required to process such payment.