# CMCI Honorarium (HNR) Payment Procedure

An honorarium is a token payment, or reward, made to an individual for a one-time professional service (i.e., a guest lecture) for which custom forbids a price to be set. This is different than an independent contractor.

To initiate an honorarium payment for an individual:

1. In order to pay an Honorarium, the recipient must be active in the CU Marketplace. To determine if the honorarium recipient is already set up in CU Marketplace, refer to Searching for a Supplier in CU Marketplace. If they are already set up as a supplier, you can simply submit the Honorarium Request Form. If the recipient is not found in your search, you will need to submit a Supplier Request.
   a. To access Marketplace: MyCUInfo > CU Resources > Business Tools > CU Marketplace
   b. In Marketplace, from the menu on the left, hover over Supplier Management >Requests > Request New Supplier
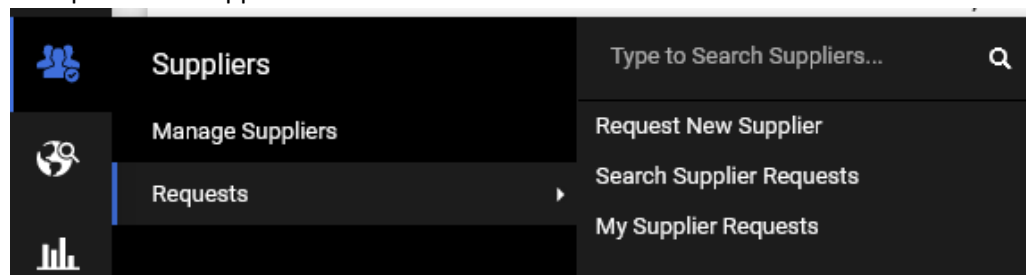
2. Adding Suppliers
   a. Select a supplier request form: Honorarium Recipient
   b. Complete all required fields and click Submit.
   c. The Supplier Support team will review the request within one business day - the supplier will either be invited to complete their profile, or you will receive an automated email with additional information on the supplier request.
3. Once you have completed the Supplier Request in Marketplace, complete the Honorarium Request Form.

If the individual is a non-US citizen or a US citizen who lives abroad, you will need to collect additional documentation from them. Visit here for more information on international AP Payment requirements.

For additional help, please refer to PSC's Knowledge Base on this topic.

To authorize payment of negotiated services to an independent contractor, use the Independent Contractor Payment form instead of the Honorarium Request form.

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