

Honorarium Instructions & Procedure

An honorarium is a token of appreciation for a service – rather than expected payment. Typically used to reward a guest speaker.

The honorarium form is available on the PSC's website:

<https://www.cu.edu/psc/policies/honorarium-hnr>

1. Fill out the Honorarium form including the following information:
 - a. Purpose of Honorarium
 - b. Honorarium amount
 - c. Honorarium Recipient Information: Name, Citizenship, and Residential address
 - i. If the Honorarium recipient is an employee of the University, an Additional Pay Form must be done.
2. Send the Honorarium form to the ENVS office, envstudies@colorado.edu, via email and include the following:
 - d. Recipient phone number
 - e. Recipient email address
 - f. Event announcement, flyer, program, etc.

Once all the information is received in **one email**:

1. ENVS staff will review the honorarium request for accuracy and if there are no questions, route the form in DocuSign for requestor signatures and HR approval
 - a. Note: If Honorarium amount is over \$2k, Campus Officer signature required
2. ENVS staff will set-up the honorarium recipient in MarketPlace
 - a. The Honorarium recipient will receive a secure link to then enter personal information to be set up in Marketplace as a payee
3. After the above 2 steps are completed, ENVS staff will submit the honorarium payment in MarketPlace for payment after the event has been held.
 - a. Payments will be sent as a check by regular postal mail. Wire Payments may be requested; however, the recipient must be an international supplier and the amount must be at least \$500. Processing fees vary, but typically are \$20.

The entire process may take around 2-3 weeks before payment is fully processed. Why:

1. Time to get honorarium approved by HR (2-3 business days)
2. Time to get honorarium recipient set up as payee and approved in Marketplace (time depends on how fast the recipient responds to the CUSupplier request)
3. Time for PSC (procurement office) to process and mail check (2-3 business days)
4. Time for check to be received (7-10 business days)



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