**Honorarium Procedure**

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

1. Fill out FSC Marketplace request form
2. Fill out Honorarium form

-requestor is the “authorizing individual” on the form

1. Send both forms to your business office contact via email and include the following:

-recipient phone number

-recipient email address

Once all information is received in ***one email***, the business office will:

1. Put honorarium form in docusign for requester signature and HR approval
2. Request a link be sent to the honorarium recipient

               -recipient will then enter personal information to be set up in Marketplace as a payee

1. After the above 2 steps are completed, the business office will forward all forms to Lisa Livdahl in the FSC  for processing in Marketplace

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 does this)
3. Time for FSC to process (2-3 business days)
4. Time for PSC (procurement office) to process and mail check (2-3 business days)
5. Time for check to be received (7-10 business days)