

# Honorarium Process

## What is an Honorarium?

An Honorarium is a token payment, or reward made to an individual for a one-time service (e.g., a guest lecture) for which a custom forbids a price to be set.

## When do you need an Honorarium?

- The University of Colorado Anschutz Medical Campus Central Human Resources office requires departments to submit Honorarium (HNR) forms for payments greater than \$100 to individuals.
- Central HR will review forms to determine whether payments should be processed via the Procurement Service Center (PSC) or in HCM. Payments to CU employees should be processed in HCM.
- If the recipient is a Foreign National, HR Business Partners should work with an Employee Services (ES) International Tax Specialist. Contact information can be found on the [Employee Services Website](#).

## Process Steps

1. Departmental HR Business Partners will submit [HNR form](#) to [hr.honorarium@cuanschutz.edu](mailto:hr.honorarium@cuanschutz.edu).
  - a. An organizational unit authorizing signature is required.
  - b. An officer's name and signature are required for amounts greater than \$2,000.
2. Central HR will review and approve the request and return the form to the HR Business Partner.
3. HR Business Partners will process the form via the Procurement Service Center or in HCM as instructed.