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| **UNIVERSITY OF WYOMING HCM HONORARIUM FORM** | | | | | | | | | |  |
| Last Name | |  | | | | | First Name |  | |  |
| Person Number | | |  | | Department |  | | | |  |
| An honorarium is a token payment made to bestow recognition to an individual for services they perform, for which payment is not required.  Typically, an honorarium is issued when custom or propriety forbids a price to be set.  Therefore, payment to the recipient is at the discretion of the payer. | | | | | | | | |  |  |
| Check the applicable reason below **AND** provide a description of the Honorarium | | | | | | | | | |  |
|  | Nominal payment to a guest speaker. A guest speaker is someone who possesses advanced knowledge of a particular subject area and speaks about that subject area to a group or organization with which he or she is normally not involved. | | | | | | | | |  |
|  | Participation as a judge, for example, in a writing or photo contest | | | | | | | | |  |
|  | Participation in a panel discussion | | | | | | | | |  |
|  | A special lecture or short series of such lectures (no more than four, unless approved by the appropriate division Vice President) | | | | | | | | |  |
|  | Appraisal of a manuscript or an article to be submitted to a professional publication | | | | | | | | |  |
|  | Reviewing research findings prior to the final report being published | | | | | | | | |  |
|  | Performances including comedic, dramatic, musical or other similar artistic performance | | | | | | | | |  |
| Honorarium Description | | | |  | | | | | |  |

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| Payments **Not** Allowed as Honorarium |
| To pay a faculty, staff or student employee for services they perform as part of their normal job duties |
| To pay for services requiring an executed contract or there is a contractual agreement |
| To replace or circumvent procedures for paying consultants |
| To pay professional motivational speakers who perform such services as a career and charge a set fee to participate in the event |
| To pay for a recurring service or activity |
| To pay for the services of a facilitator in a small group workshop. A facilitator’s job is to get others to assume responsibility and take the lead. This person is a guide or a discussion leader who contributes structure to the workshop |
| To pay for personal services provided in the connection of a bona fide business, trade or profession such as reviewing or editing an article by a publisher |
| When the services require access to university proprietary information (such services are considered consulting) |
| When the amount of the payment is negotiated between the university and the individual or the individual sets the price |
| Payments to foreign visitors (nonresident aliens) not approved to work in the United States |

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| Completed By |  | Phone |  | Date |  |
| Vice President, as needed |  | | | Date |  |