

Determining If an Honorarium Is Allowable for Payment through Payroll

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.

ALLOWABLE

These are examples of allowable payments of an Honorarium through Payroll (all have a short duration period of service):

- 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
- To pay for performances including comedic, dramatic, musical, or other similar artistic performances

If the payment meets one of the “Allowable” criteria above, and the individual is a current employee, you are able to submit the payment as an Honorarium through Payroll. You must include the completed Honorarium Form as an attachment when submitting the Honorarium transaction in HCM. For special circumstances or help determining allowability, please contact payroll1@uwyo.edu.

NOT ALLOWED

These are not appropriate payment of an Honorarium through Payroll:

- 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

If the payment meets one of the “Not Allowed” criteria above, and the individual is a current employee, you **must hire** the employee through Recruiting for these services. If the individual is not a current employee, then you may be able to pay them through Accounts Payable/Procurement, but, not necessarily as an Honorarium. Contact Casey Green, sgreen1@uwyo.edu for assistance.