

UNIVERSITY OF DELAWARE **EXCHANGE**

Completing the Honorary Form

Last revised 3/22/2023

Completing the Honorarium Form

An honorarium is a one-time, ex gratia payment made to an individual with scholarly or professional expertise who is not an employee of the University.

It is provided as a token of appreciation or “thank you” for voluntary, non-recurring participation in the University’s educational, research, or public service activities, for which a fee is not legally or traditionally required and when there is no contractual obligation to pay for services rendered.

The UDX Honorarium Form is designed to ensure that the payment request is appropriate for this type of payment.



Organization Message

Welcome to the University of Delaware Exchange Test Site!

The test site does not create live purchase orders or payments sent to suppliers. The integrations are set up to use the FITST PeopleSoft instance, which is not dynamically updated for production values of custom fields such as projects, work orders and speedtypes, or supplier active/inactive status. The last refresh of FITST was completed on March 29, 2022. Custom fields, with the exception of work order and user ref, were updated to reflect those values on April 22.

As you use this site for training and testing, you may see small differences from guides and the production site. The integration with catalog suppliers depends on their having a test site for integration; some suppliers (such as Amazon) do not have a test site and are not in this catalog. The test site is where the administrators test new solutions before moving to production and while building new guides. Please email procurement@udel.edu if you have specific questions; chances are we are working on it!

Click on the **Honorarium Payment Request** tile in the Procurement Forms section of the Shopping Home Page

Catalog & Forms Showcase (Under Development)

Procurement Forms

Non-PO Payment Request	Honorarium Payment Request	Subaward Request	NIIMBL Subaward Request
RFX Request (Option 2)	NEW Waiver of Bid Request		

Office/Misc Supplies

Action Items

MY ASSIGNED APPROVALS

Vouchers 3

UNASSIGNED APPROVALS

Requisitions 1

ORDERS

My Returned Requisitions 1

My Resources

My Resources

Product Release Library | procurement@udel.edu
Site Map

Quick Links

- UD Exchange How To Guides
- How Do I Buy _____ ???
- Commodity Code-Account Crosswalk
- Non-PO Payment Matrix
- Non-Catalog Item
- NEW Waiver of Bid Form
- Request Contract

My Draft Carts

No results found



Honorarium Request form

Form Number **768156**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Suppliers ▲
Attachments ✓
Form Fields ▲
Review and Submit

Instructions

[Request Actions](#) | [History](#) | [?](#)



Review the Instructions before clicking **Next**.

Honorarium Payment Request Instructions

Please read the information below before proceeding:

An honorarium is a one-time, *ex gratia* payment made to an individual with scholarly or professional expertise who is not an employee of the University. It is provided as a token of appreciation or "thank you" for voluntary, non-recurring participation in the University's educational, research, or public service activities, for which a fee is not legally or traditionally required and when there is no contractual obligation to pay for services rendered.

Examples of voluntary, unpaid activities for which providing an honorarium may be appropriate include the following:

- Guest speaker (e.g., panelist, lecturer or classroom appearance by a non-affiliated individual such as a professor from another institution)
- Appearance at an event by a recognized authority in a particular field
- Judge for a university hosted event
- Assistance/supporting activities at special events
- External Reviewer (e.g., accreditation program reviewer or reviewing research findings prior to the final report being published)
- Evaluators (Student Teaching/Internship Host)

Honoraria payments generally are not allowed to be charged to Federal funds unless the sponsored project specifically authorizes such payments. Honoraria payments for the conduct of seminars, workshops, and for giving special lectures may be allowable charges to certain Federal grants if it can be established that such an activity benefits the project and is categorized as such in the project.

Honoraria to be paid to foreign visitors may be subject to restrictions of their visa classification.

Honoraria payments to students should be made via the Payment to Individual webform. Honoraria payments to student employees are made through Payroll via S-contract.

Attachments:

Please attach any supporting documentation related to the activity (e.g., communication arranging the activity, flyer advertising the speaker or other documentation prepared prior to the event's occurrence). Providing supporting documentation that presents a clear picture of the activity/event allows for an expeditious review and approval process.

Honoraria criteria and restrictions are subject to change as policies and procedures evolve. Future revisions to this form will highlight any changed language. Notifications about changes will be published on the [Procurement website](#).

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Instructions

Suppliers ⚠

Attachments ✓

Form Fields ⚠

Review and Submit

Suppliers

Request Actions ▾ | History | ?

Supplier Please select a fulfillment center below.

Search Registered Suppliers

Supplier

Relationship ▾

Zip Code Within ▾

Enter a keyword into the supplier field and click **Search**.

Clear



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Suppliers ✓

Attachments ✓

Form Fields ⚠

Review and Submit


Suppliers

Request Actions ▾ | History ?

Supplier

[ABERNETHY ANDREA](#)
MAIN: 1338 LOVERING AVE, WILMINGTON, Delaware
19806-0000 United States

[> Modify Search](#)

Supplier Name	Doing Business As	Fulfillment Centers	Action
 ABERNETHY ANDREA		MAIN: (primary) 1338 LOVERING AVE, WILMINGTON, Delaware 19806-0000 United States	✓ Selected

Select the supplier and correct fulfillment center.
Once the supplier is displayed at the top of the form, click **Next**.

NOTE: Honoraria can *only* be paid to individuals, *not* entities.

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[Next >](#)



Honorarium Request form

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Instructions

Suppliers ✓

Attachments ✓

Form Fields ⚠

Review and Submit

Attachments

Request Actions ▾ History ?

#	Attachment	
1	Lecture Description	Edit ▾

[Add Attachment](#) 

[← Previous](#) [Save Progress](#) [Next →](#)

On the Attachments page, upload your supporting documentation as described on the Instructions page. Repeat as needed. Click **Next** when finished.

Note: Attachments can also be added directly to the requisition.



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Status **Incomplete**

Instructions

Suppliers ✓

Attachments ✓

Form Fields ⚠

Review and Submit

Form Fields - Payment Request Details

[Request Actions](#) | [History](#) | [?](#)

★ Response Is Required

▼ Honorarium Criteria

Examples of voluntary, unpaid activities for which providing an honorarium may be appropriate include the following:

- Guest speakers (e.g., panelist, lectures, classroom appearance by non-affiliated individual such as a professor at another institution)
- Appearance at an event by a recognized authority in a particular field
- Judge for a university hosted event
- Assistance/supporting activities at special events
- External Reviewer (e.g., accreditation program reviewer or reviewing research findings prior to the final report being published)
- Evaluators (Student Teaching/Internship Host)

Answer the questions on the Form Fields pages.

Please confirm the following to determine whether an honorarium payment is allowable.

Does this payment involve a signed contract or invoice? *

Yes No

[← Previous](#)

[Save Progress](#)

[Next >](#)



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Suppliers ✓

Attachments ✓

Form Fields ⚠

Review and Submit

Form Fields - Payment Request Details

Request Actions | History | ?

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Note: If your selection prompts a message that an honorarium payment is not allowable, you will be directed to an alternate payment option.

Does this payment involve a signed contract or invoice? *

Yes No

Please discontinue use of this form and begin a non-catalog requisition instead. Any compensation negotiated, committed, or otherwise forming an obligation to pay is not an honorarium. This is considered a professional services engagement and requires a purchase order. In future, please create the requisition as soon as you know you will be engaging the supplier to ensure a timely payment upon invoice.

◀ Previous

Save Progress

Next ▶

Payment Details

Date of event/activity ★ ?

03/01/2023



mm/dd/yyyy

Description of event/activity and amount ?

Once you have answered all the questions to ensure that an honorarium payment is allowable, the Payment Details section will be available

Complete the details regarding the activity.

Note: Click on the ? icon for additional help text.

Brief Description of Activity



Guest panelist at OLLI
seminar for estate
planning

950 characters remaining

Unit Price

100

USD

Quantity

1

Total

0.00 USD


Nature of Honorarium ★

- Guest speaker (e.g., panelist, lecturer or classroom appearance by a non-affiliated individual)
- Appearance at an event by a recognized authority in a particular field
- Judge for a University hosted event
- Assistance/supporting activities at special events
- External Reviewer (e.g., accreditation program reviewer or reviewing research findings)
- Evaluators (Student Teaching/Internship Host)
- Other



- Guest speaker (e.g., panelist, lecturer or classroom appearance by a non-affiliated individual)
- Appearance at an event by a recognized authority in a particular field
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- Other

Complete the required information about the payee.
If you need assistance determining if the payee is a foreign individual,
click the help text icon for additional information.

Is the payee a foreign individual? ★ 

To determine if the individual is a foreign individual, view their supplier record under the About>General area and look for the field **Legal Structure**. U. S. Citizens and permanent residents will say, "Individual/Sole Proprietor." Foreign individuals will say, "Foreign Individual." If the individual is an active payee but the field is blank, please [contact Procurement](#).

Were the activities performed in the United States? ★

- Yes No

Does the individual's visa type permit honorarium payments in the United States? ★ 

- Yes No



Nature of Honorarium ★

- Guest speaker (e.g., panelist, lecturer or classroom appearance by a non-affiliated individual)
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- Judge for a University hosted event
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- External Reviewer (e.g., accreditation program reviewer or reviewing research findings)
- Evaluators (Student Teaching/Internship Host)
- Other

Is the payee a foreign individual? ★ ?

- Yes
- No

Check the box to confirm that all information is accurate, and the supporting documentation has been attached.

Click Next.

▼ **Confirmation**

I confirm that all information is accurate and any relevant supporting documentation has been attached. ★

I confirm

◀ Previous

Save Progress




Next ▶



Honorarium Request form



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Instructions

Suppliers Attachments Form Fields **Review and Submit**

Request Actions ▾ | History | ?

 Required Fields Complete

Section	Progress
Suppliers	 Required Fields Complete
Attachments	 Required Fields Complete
Form Fields	 Required Fields Complete

If this is the only honorarium you will be submitting, **Click Add and go to Cart.**

If you have multiple honoraria to pay, you can add them to the same requisition by selecting **Save to Cart and Add Another**. *However*, best practice is to submit one honorarium per requisition. If there are issues with one honorarium payment, the processing of the entire requisition could be delayed.

Make sure to select **Add to new Cart** if you already have an active cart containing catalog or non-catalog items.

Add to Favorites

Add and go to Cart ▾

- Add and go to Cart
- Save to Cart and Add Another
- Add to Cart and Return
- Add to new Cart
- Add to Draft Cart or Pending PR/PO
- Add to PO Revision



Questions about the Honorarium Form

Q: I also have travel expenses to reimburse for the individual receiving the honorarium. Can I pay them on the same requisition?

A: Yes! Once you have added your Honorarium form to your cart, you can create a Non-PO Payment (NPOP) form for the reimbursement and add it to the same cart. An honorarium is a type of Non-PO Payment, so the two forms can be combined in UD Exchange.

Remember: *Neither* the Honorarium form *nor* the NPOP form can be combined in the same cart with Catalog/Non-Catalog Purchase Orders or the Subaward form. You will receive a "Do Not Mix" error.



Questions about the Honorarium Form

Q: Should I ever check the multi-invoice box on the Honorarium Form?

A: No. The multi-invoice box would only be used if you were splitting the payment amount into equal, recurring payments. If that is being contemplated, it is probably a fee for service and not an honorarium.

Q: If I enter multiple payees on the Honorarium Form, will they each be paid via their own Purchase Order?

A: Yes. Each payee you enter on the Honorarium form will result in a separate NPOP (UDP) PO being generated with a single payment voucher.



Questions about the Honorarium Form

Q: The voucher says the due date is next month with Net 30 terms, is this correct?

A: No. The default payment terms shown on the voucher do not apply. Vouchers on both UDP (NPOP) and UDR (subaward) POs always pay in the next available pay cycle (typically daily).

Q: My form was auto-returned to me, but I have verified that there are no issues with my funding code. What's wrong?

A: If you are paying a foreign individual and have indicated that their visa type does not permit honorarium payments in the US, the form will automatically return to you. We cannot pay individuals whose visa does not permit an honorarium payment.



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Adding Financial Information to Requisitions](#)
- [Completing the Non-PO Payment Request Form](#)

