Completing the Honorarium Form

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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.
Click on the **Honorarium Payment Request** tile in the Procurement Forms section of the Shopping Home Page.
Review the Instructions before clicking Next.
Enter a keyword into the supplier field and click **Search**.
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.
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.
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
**Note:** If your selection prompts a message that an honorarium payment is not allowable, you will be directed to an alternate payment option.
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.
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.
Check the box to confirm that all information is accurate, and the supporting documentation has been attached.

Click Next.
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.
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