

CUNYfirst Business Procedure - Processing Honoraria

Honoraria are modest payments made to individuals to acknowledge and provide compensation for participation in an activity or event. An honorarium is usually a one-time payment made to an individual (not a corporation, business or partnership) who is not an employee of the State of New York or the City University of New York, for a special and non-recurring activity or event. At Lehman honoraria is most often paid to event speakers.

Personal Services" are not considered honoraria. Please contact the purchasing department on how to engage consultants for Personal services or consulting services, including a variety of professional and technical services.

Procedure for compensating the recipients of honoraria:

- All payments are made through the CUNYfirst purchase order process.
- Verify that individuals have **NOT** been on the State of New York, City of New York or City University of New York (CUNY) payrolls within the past 2 years. Only individuals who have **NOT** been on State/City/CUNY payrolls within the past 2 years can receive honoraria via tax levy funds. If individuals are found to be on the above referenced payrolls within the past 2 years, contact Human Resources to process these payments and payments to Non-Resident Aliens.

Before department submits requisition in CUNYfirst,

- Department must have available funds in Budgetary Account 80122 NPS Misc. Contractual Services. If necessary, contact the Budget Office to transfer funds.

<p><u>Account 52701 Honorariums and Lecture Fees</u></p> <p><i><u>State Budget Acct.</u></i> <i>80122 58601 Contractual Services</i></p> <p><u>Category Code</u> 9013150000 Live Performances / Honoraria</p>	<p>An honorarium is a payment to an individual in recognition of a special or distinguished service for which propriety precludes setting a fixed price. Activities include a lecture, concert, participation in a workshop or seminar, speaking engagement, or appraisal of a manuscript for professional publication.</p>
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For payment:

- Department must have a valid purchase order in the CUNYfirst system
- Department must enter the CUNYfirst receipt
- Department must provide the completed Independent Contractor form with all required signatures and approvals to Accounts Payable, Shuster Hall 016
- Along with the Agenda/Event Flyer