Introduction and Purpose
The policy differentiates an honorarium and a non-employment stipend. The person authorizing either will request payment using the appropriate form.

Policy

Honorarium:
An honorarium is a gift or expression of gratitude to an individual for services, typically for a one-time lecture, speech, or appearance, who do not charge a fee for their service. They are modest in nature and may be monetary or in the form of a gift. The College does not make charitable contributions to organizations in lieu of an honorarium payment. The honorarium payment and the amount are both discretionary. The amount of an honorarium should not be geared to lost fees or wages, or other expenses.

Examples include:
- A special one-time lecture
- Serving as a guest speaker at outreach events or presentation
- Appearance at an event by a recognized authority in a particular field of expertise
- Panelist for a workshop
- Performing artist

Example when an honorarium is not used include:
- Payment to independent contractors or consultants.

Stipend for Non-College Employees:
A stipend is a fixed sum of money paid for services rendered over an established timeframe.

Examples include:
- Non-employment Stipends for the Native American Enrichment Center
- Certain non-federal grants supporting student activity for a specific purpose

Related Forms/Manuals
Requisition Order
IRS form W-9