



PURCHASING OFFICE –ADMINISTRATION & FINANCE

August 2023

Honorarium Definition

An “honorarium” is a nominal amount in the form of gratuity or token paid to an individual as a gesture of goodwill or appreciation, not as a fee for service. Recipients of honoraria are considered guests of the University rather than employees or independent contractors. They have no consultant obligations to the University; services provided by the guest are voluntary and offered in connection with a normal academic activity, on a non-routine basis, for which no fee is legally required.

One of the critical steps to ensuring that the payment of the honorarium is facilitated in a timely manner is to ensure that **before** the speaker is engaged, they are a registered vendor in CUNYBuy.

Employees of CUNY and its affiliated entities who have been employees within the past two years, **cannot be paid honoraria**. This rule applies to full-time and part-time employees. Payment for additional services to employees of CUNY and its affiliated entities must be paid through payroll.

COURAGE. STRENGTH. FORTITUDE.