

**HONORARIUM**

An honorarium is a one-time payment made as an expression of appreciation for speakers or contributors to University events (e.g., symposia, lecture series, or professional conventions). When prohibited by a federal, state, or city agency (e.g., NIH), such costs must not be charged directly or indirectly to a sponsored account. **If your primary purpose is to develop an arrangement with clear obligations and responsibilities, submit a contract request for a Guest Speaker Agreement in the iBuy Contracts+ module. Honorariums may not be used to pay University employees.**

This form is used to request an honorarium payment for up to \$2,500, per occurrence. If the honorarium is more than \$2,500, your Fiscal Officer is required to sign this form.

**PROCESS:** This document must be completed and signed by both parties before the activity described below may commence. In order for the Honorarium payment to be made, the payee must have an active supplier profile in iBuy. If there is no active profile, the requestor must submit a new supplier request form so that the recipient of the Honorarium can be invited to complete the registration process in iBuy. Once the individual is registered, the department or school requestor must attach this signed document to the Honoraria Payment Request Form in iBuy.

Please take note that, with respect to any services performed under this document, the relationship of the recipient to New York University is that of an independent contractor solely and the recipient is directly responsible for the mode, method, and manner of his or her activities. Under no circumstances, as a result of this document, shall the recipient be considered an employee, agent, or representative of the University.

**ALL FIELDS ARE REQUIRED**

Recipient's Name \_\_\_\_\_ Date of Service \_\_\_\_\_

Recipient's E-mail \_\_\_\_\_ Recipient's Phone \_\_\_\_\_

Recipient's Address \_\_\_\_\_

Description and Location of Activity \_\_\_\_\_

How was the amount of the payment determined and approved? \_\_\_\_\_

Amount of Payment \_\_\_\_\_

**Method of Payment and Payment Date:** Payment is made per the method selected by Recipient in NYU's on-boarding process, and the payment method will determine the payment date, as specified in the onboarding process.

**For Recipients on a Visa:** By signing below, the recipient attests that the recipient may accept this honorarium under the terms of the recipient's visa. For questions regarding whether the recipient can accept this honorarium under the terms of the recipient's visa, please contact NYU's Office of Global Services at 212.998.4240.

**RECIPIENT**

By: \_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NEW YORK UNIVERSITY**

By: \_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

If payment is more than \$2,500, Fiscal Officer approval is required:

By: \_\_\_\_\_  
Name:  
Title: