



Title: Honorarium Procedures

Brief Description: This procedure outlines the honorarium amounts and process for faculty and staff inviting guests to the College of Architecture and Planning.

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I. Lecture Series Honoraria

Honoraria for Lecture Series speakers will be inclusive of any expenses that the guest might incur for their trip, including but not limited to airfare, lodging and ground transportation. The Lecturer will arrange and pay for their travel arrangements, and CAP will provide an honorarium to offset their expenses. Any additional funding beyond their expenses is in gratitude for the lecture. Please note that funding sources may differ, but the amounts below will remain consistent.

The approved honorarium amounts are as follows:

- Guest is local to Denver (no travel): \$1,000-\$1,500
- Guest is local to Colorado (minimal travel): \$1,500- \$2,000
- Guest lives in the U.S. and requires extensive travel to Denver: \$2,000-\$2,500
- Guest lives internationally (depends on travel costs): \$2,500-\$4,000*

*All International Honoraria must be approved in advance prior to the offer being made by the Assistant Dean of Finance and Administration. In addition, all Honoria that exceed \$2,000 require signature by the Dean per University of Colorado policy.

II. Guest Speaker Honoraria

Honoraria for guest speakers in a seminar or studio will be inclusive of any expenses that the guest might incur for their trip, including but not limited to, airfare, lodging, ground transportation, etc. Guests who are not local are encouraged to participate virtually. Please note that funding sources may differ, but the amount will remain consistent.

The approved honorarium amount for guest lecturers is \$250.

III. Process

- Attain necessary budget approval from Department Chair or Assistant Dean of Finance & Administration.
- [Complete Funding Request Form](#).
- CAP's Assistant Director of Finance will send the paperwork for the guest to complete in order to be set up as a "Vendor" to receive their honorarium. Payment may take 10-15 business days to be processed through CU's Procurement Service Center (PSC).