



-An **honorarium** is a voluntary payment as recognition for services for which fees are not traditionally or legally required. Examples: individuals who judge a contest, provide a keynote address or present/perform as a one-time guest speaker in class or at an event.

-**Honorarium Payment Request Routing should NOT be used when the following contract criteria apply:** 1) there is an expectation of work or performance, 2) the possibility exists that damage can be done to buildings or grounds, 3) possibility exists that people can be harmed or injured, 4) Oxford College would need recourse for unforeseen events/no-shows.

