Honorarums are processed using the Banner form FZADPEZ.


Departments may pay an honorarium to an individual of special achievement or renown, in return for that individual’s willingness to visit the University and participate in a University event of short duration (such as speaker, reviewer, seminar participant, etc.), with the understanding that the payment does not constitute compensation commensurate with the actual services provided.

For instructions on processing a DP-EZ see FSJA-078 Preparing a DP-EZ. http://www.unm.edu/~fssc/job aids.html

The only Payee Types that can be used for Honorariums are:

- US Individual or US Company
- Foreign Individual or Foreign Company

The completed DP-EZ must be signed by the Dean, Director, Chair or Department Head. Department Approver and if travel is involved the recipient must also sign the DP-EZ.

Process the DP-EZ as you would any other reimbursement.

***END***