

Process Non-Stanford (Visiting) Speaker Honorarium Payments

Honorarium is typically a one-time gratuitous payment made as a gesture of goodwill in appreciation to speakers or participants in special Stanford events by submitting a Non-PO Payment Request in the Expense Requests system. Customary travel expenses are reimbursed by submitting an Expense Report in the Expense Requests system. Note: Individual departments may establish limits on honorarium payments.

