

Paying Honoraria Quick Guide



An honorarium payment is a payment made as an expression of thanks or recognition for engaging in a University sponsored activity. For more information and examples, refer to the [Honorarium Policy](#). In addition, refer to the [Payments to Foreign Nationals and Entities Policy](#) and the associated [Allowable Payments by Visa Type Chart](#) to ensure that a payment can be made.

This Quick Guide covers how to create a Requisition for an honoraria payment and how to include an expense reimbursement associated with an honoraria in the CU Marketplace utilizing Candex.

Reimbursements must comply with Columbia's [Travel Expense Policy](#). Please note, alcohol and amounts over policy thresholds are not reimbursible.

You must have the Requisition Initiator/CU Marketplace Requestor role in order to create the Requisition.

1. Launching Candex from the Marketplace

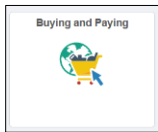


Access Candex from the CU Marketplace to submit a Requisition for the honoraria payment.

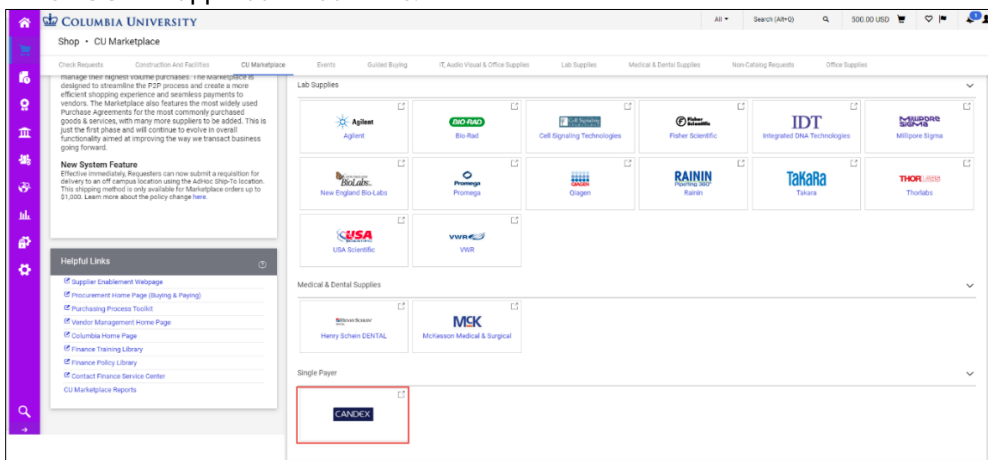
1. Navigate to the [Finance Buying and Paying](#) website, click the **CU Marketplace** logo, and login using your Single Sign On.



OR, you can log into ARC via [My.Columbia](#), click on the **ARC** tab and then **Go to ARC**. Once in ARC, click the **Buying and Paying** tile, and then click the **CU Marketplace** tile.



The JAGGAER application launches.



Note: The CU Marketplace will automatically time out after thirty minutes of inactivity, consistent with other University Enterprise Systems.

2. In the **Showcases** section on the Home page, click the **Candex** tile.



You will then "PunchOut" to the Candex website.

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2. Entering Payment Details



Notice the gray bar at the top of the Candex website indicates that you are punched out from the Marketplace. You can click the Cancel PunchOut button to return to the Marketplace, if needed.

1. Select the **Category** of the payment. If you are including a Reimbursement with your Honoraria, it is best practice to select and complete the Honoraria details first.
2. Enter the **Description** for the payment along with the name of the individual who provided the service and the payee's **Vendor Email** address. The email address must be for a specific person, not a general mailbox.

After entering the Description and Vendor Email, the Amount field will appear.

3. Enter the **Amount**.

4. You can type an optional **Comment**.
5. Click the checkbox **I have read the Allowable Payments by Visa Type and acknowledge recipient qualifies for payment**, which is required in order to checkout. You can click the link to review the table on the website.

6. Click the **Add Line-Item** button if you are including a Reimbursement with your Requisition. If not, click **Checkout** and the Candex transaction will appear in a Marketplace Shopping Cart.

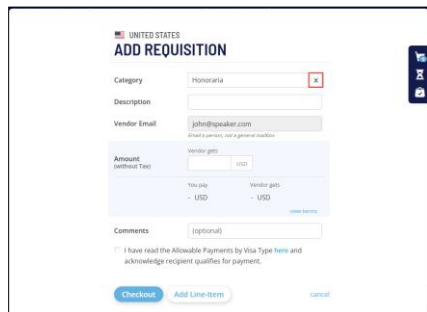
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2.

Entering Payment Details

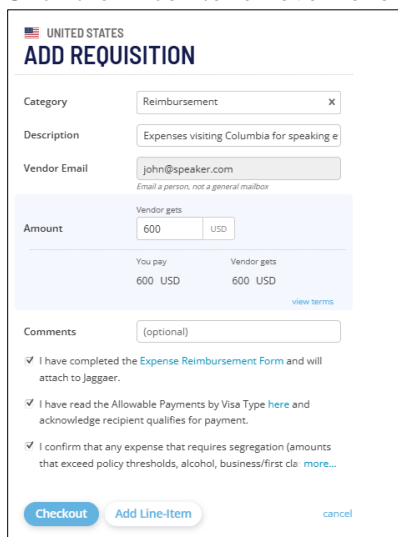
Adding a Reimbursement

After clicking the Add Line-Item button, the Cart icon will show that you have 1 item. The form will be ready for you to enter a new item.



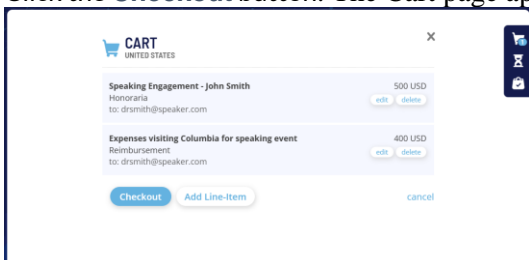
The screenshot shows the 'ADD REQUISITION' form for the United States. The 'Category' field is set to 'Honoraria' and has a red 'X' icon to its right. The 'Description' field is empty. The 'Vendor Email' field contains 'john@speaker.com'. The 'Amount' field is set to '600' USD. The 'Comments' field is empty. At the bottom, there are three buttons: 'Checkout', 'Add Line-Item', and 'cancel'.

1. Click the X icon to remove Honoraria from the Category field and select **Reimbursement** from the dropdown.



The screenshot shows the 'ADD REQUISITION' form for the United States. The 'Category' field is set to 'Reimbursement' and has an 'X' icon to its right. The 'Description' field contains 'Expenses visiting Columbia for speaking e'. The 'Vendor Email' field contains 'john@speaker.com'. The 'Amount' field is set to '600' USD. The 'Comments' field is empty. There are three checkboxes with labels: 'I have completed the Expense Reimbursement Form and will attach to Jaggaer.', 'I have read the Allowable Payments by Visa Type here and acknowledge recipient qualifies for payment.', and 'I confirm that any expense that requires segregation (amounts that exceed policy thresholds, alcohol, business/first cla more...'. At the bottom, there are three buttons: 'Checkout', 'Add Line-Item', and 'cancel'.

2. Enter the **Description** that explains the business reason for the reimbursement.
3. Enter the **Amount**.
4. Click the link to download the [Expense Reimbursement Form](#).
See the instructions in the Submitting the Requisition section on how this form must be completed.
5. Click the checkboxes for the following:
I have completed the Expense Reimbursement Form and will attach to Jaggaer
I have read the Allowable Payments by Visa Type and acknowledge recipient qualifies for payment.
I confirm that any expense that requires segregation is not part of this requisition request.
6. Click the **Checkout** button. The Cart page appears.



The screenshot shows the 'CART' page for the United States. It contains two items:

- Speaking Engagement - John Smith: Honoraria, 500 USD, to: drsmith@speaker.com, with 'edit' and 'delete' buttons.
- Expenses visiting Columbia for speaking event: Reimbursement, 400 USD, to: drsmith@speaker.com, with 'edit' and 'delete' buttons.

At the bottom, there are three buttons: 'Checkout', 'Add Line-Item', and 'cancel'.

7. Click the **Checkout** Button.

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3.

Submitting the Requisition



At checkout you must ensure that the Ship To/Bill To Addresses and the ChartString information is complete and correct. If you created default values in your Profile (refer to the [Modifying Profile Settings in the CU Marketplace job aid](#)), those values will be populated. You must attach documentation such as a memo and/or flyer describing the event, business purpose, and reason for payment. If you are including a Reimbursement, you must also attach the [Expense Reimbursement Form](#) and the payee's Receipts

1. On the Shopping Cart page, click the **Proceed to Checkout** button.

The Checkout screen appears displaying the Requisition. If your payment is for both an Honorarium and Expense Reimbursement, the Requisition will have two lines; one for the Honorarium and the other for the Reimbursement.

The **Status** panel on the right indicates all the required information you must complete. You can click the link to access the field to update it. Fields within the form that require completion will be labeled Required.

2. Complete the **Shipping/Billing** Addresses and **Accounting Codes** as needed. Refer to the [CU Marketplace Requesters Quick Guide](#) for instructions.
3. Click the **Attachments** tab to upload the required documentation, such as a memo and/or flyer describing the event, business purpose, and reason for payment. If your Requisition includes a Reimbursement, upload the completed **Expense Reimbursement Form** and the payee's Receipts. The Expense Reimbursement Form must be completed in USD. For each receipt in a foreign currency, attach a screenshot from the [Oanda Currency Conversion](#) website of the currency conversion to USD. Click the **Add Internal Attachment** button to upload your document.

4. Click the **Place Order** button.

The Cart is now entered as a Requisition into approval workflow.

After the Requisition is approved and the Purchase Order is issued, the payee will receive an email from Columbia University via Candex, which contains an invitation to register with Candex, complete their payment and banking details, and upload their W-9 or W-8 form.

Candex will pay the recipient. If the payment is for both an Honorarium and Expense Reimbursement, the payee will receive two separate payments; one for the Honorarium and the other for the Reimbursement.