

HONORARIA PROCEDURES	
Policy Name:	HONORARIA POLICY
Policy Number:	ADM-001



HONORARIA PROCEDURES

1.00 DETERMINATION OF HONORARIUM TYPE

- 1.01 The use of non-monetary honorarium is encouraged. Special services may require the awarding of a monetary compensation.
- 1.02 Contact HR for assistance, if an individual may be providing services more than once in a calendar year.
- 1.03 Attendance at Program Advisory Committee meetings will not be considered for honorarium.

2.00 NON-MONETARY HONORARIUM

Where appropriate, non-monetary honorarium can be considered taxable. The person receiving the honorarium will receive a T4A for income tax reporting purposes as per Canada Revenue Agency (CRA) guidelines.

3.00 MONETARY HONORARIUM

- 3.01 The standard value is \$50 per function. Anything over this amount, refer to 3.02.
- 3.02 Special pre-approval by a Vice President is required for any amount over \$50.
- 3.03 Gift cards are considered non-monetary honorarium.
- 3.04 Monetary honoraria are paid by cheque through Accounts Payable and the person receiving the honorarium will receive a T4A for income tax reporting purposes as per CRA guidelines.
- 3.05 In order to process the request for honorarium, the following information must be provided: Full name, address, social insurance number, and function for which the honorarium is required.
- 3.06 In order for a cheque to be available at an event, proper documentation must be completed and submitted to Accounts Payable at least one week in advance of the event.