



Procedures

Policy Name	Student Honoraria		
Policy #	1212	Category	Student Services
Policy Sponsor	Associate Vice-President, Student Services	Previous Revision Date	n/a
Policy Approved by	President & CEO	Revision Date	June 4, 2020
Procedures Approved by	Provost and Vice-President, Academic	Review Date	See Policy Review Date or As Required

See the related [POLICY](#).

DEFINITIONS

Honoraria are thank you payments of nominal value made to an individual for voluntary services for which fees are not legally or traditionally required.

PROCEDURES

1. Students will be paid an honorarium of up to \$100.00 for a full day. One-half the honorarium will apply for half days.
2. If the total honoraria paid to a student in a calendar year exceeds \$500.00, the amount will be reported on a T4A. It is the student's responsibility to report this income on their tax return.
3. Students requesting expenses under this policy are required to complete and sign the Student Honorarium Expense Claim Form (Appendix A) and submit it to the Budget Unit Manager who in turn signs and submits it to Accounts Payable.
4. Student representation at events must be pre-authorized by the appropriate out-of-scope manager.



STUDENT HONORARIUM AND EXPENSE CLAIM FORM

Name: _____

Social Insurance Number: _____ Student ID #: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Services Rendered: _____

Location of Services Rended: _____ Date(s) of Services: _____

HONORARIUM

FOR OFFICE USE ONLY

Honorarium (please check one)

1. Amount: \$100.00 (full day) \$50.00 (half day)

\$ _____

EXPENSES

Travel

1. Public Transportation: \$ _____ (attach receipts)

2. Private Vehicle: _____ km at \$ _____ rate

\$ _____

Accommodation

1. Number of nights in hotel: _____ (attach receipts)

2. Number of nights private accommodation: _____ at \$ _____ rate

\$ _____

Meals (claim only those meals not provided)

1. Number of breakfasts: _____ at \$ _____ rate

2. Number of lunches: _____ at \$ _____ rate

3. Number of suppers: _____ at \$ _____ rate

\$ _____

Childcare

1. \$ _____ (attach receipts)

\$ _____

Miscellaneous

1. \$ _____ (attach receipts)

2. \$ _____ (attach receipts)

\$ _____

TOTAL EXPENSES: \$ _____

Payment from Org: _____

AUTHORIZATION:

Student

Budget Unit Manager

Signature: _____

Signature: _____