



### REQUEST FOR HONORARIUM PAYMENT

Complete this form for honorarium and/or honorarium-related travel expenses totaling less than \$500.00

\*Please complete all fields to avoid delays in processing

HONORARIUM EVENT DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

Sponsoring faculty/lead instructor/staff member name: \_\_\_\_\_

#### DESCRIPTION OF HONORARIUM EVENT OR PURPOSE

(Include a breakdown of time and effort being recognized to justify amount)

\_\_\_\_\_

#### HONORARIUM RECIPIENT:

Name \_\_\_\_\_  Pick-up by: Currently not available  
 Mail cheque

Mailing Address \_\_\_\_\_

Honoree's Institution/Organization/School board \_\_\_\_\_

Contact Information: Telephone # \_\_\_\_\_ Email \_\_\_\_\_

Social Insurance Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature of Honorarium Recipient \_\_\_\_\_

#### PAYMENT:

##### Honorarium payment

\$10    \$20    \$30    \$40    \$50    \$100    \$150    \$200   Other \_\_\_\_\_

(Increments of \$10 to a max \$500 total)

\*Daily maximum of \$350

\*Annual maximum of \$500

Gift/Gift Card (attach receipts)  \_\_\_\_\_

Travel (must adhere to Travel Policy of University - receipts required)  \_\_\_\_\_

TOTAL PAYMENT AMOUNT \_\_\_\_\_

#### CHEQUE PAYABLE TO:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Information: Telephone # \_\_\_\_\_ Email \_\_\_\_\_

#### OFFICE USE ONLY

APPROVAL (Once the form is completed and signed, forward to the Finance Department for processing)

Approval (as per University's [Approval Authority Policy](#)) \_\_\_\_\_

Cost Centre/Object Code to be charged \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date sent for Payment \_\_\_\_\_

## HONORARIUM & GIFT CERTIFICATES POLICY

### Definition:

Nipissing University has developed these policies and procedures to provide guidance when giving a relatively small payment to a guest speaker or other individual who has been invited to provide a unique service to the University.

An honorarium is typically a small payment made on a special or non-routine basis to an individual who is not an employee of the university, to recognize or to acknowledge the contribution of gratuitous services to the university. Examples would be a payment to a non-professional guest speaker or lecturer as a "thank you" as a gesture of good will and appreciation, or a token payment for other unique, incidental and infrequent services not traditionally required on an on-going basis. Examples include:

- A special classroom lecture or short series of such lectures by an external party
- Conducting a seminar or workshop
- Serving as guest speaker at an educational event or other similar function
- Participating as a guest speaker at outreach events
- Assistance for set-up or supporting activities at special events

### Honorarium Payment:

Honorarium payments can be in the form of cash, gift or gift cards and should be limited to increments of \$10.00, to a daily maximum of \$350 / annual maximum of \$500.00. A rule of thumb would be to estimate a reasonable hourly rate for the service provided.

Notable exceptions might be for distinguished or recognized professional key note speakers at major events or fundraising activities. Canada Revenue regulations state that honorariums exceeding \$500 cumulatively in one year are to be considered a taxable benefit and subject to a T4A.

An honorarium is not appropriate if the University is obtaining the services of a professional speaker or consultant who performs the requested service for a living. Please contact Human Resources to obtain guidance on the appropriate method of payment to the external party in these situations.

If the University were engaging an individual repeatedly over a brief period of time, an Honorarium would not be appropriate as such use would be in conflict with the purpose of this policy. To ensure proper oversight of the use of the Honorarium, payments to an individual made in a given fiscal year are limited to \$500 in total. Travel expenses may be reimbursed or paid directly on behalf of the guest provided they are in accordance with the University's governing policies ([Travel Expense Policy](#)).

Conflict of interest or engagements with related parties must be disclosed in advance to the Dean or Director.

### Honorarium Payment Procedure:

In order to process a Honorarium payment, the following "Request for Honorarium Payment" form must be completed and signed by all parties. Please be prepared to provide the following information:

- Name of honoree/speaker/individual
- The mailing address for the cheque, if necessary
- Honoree's institution or organization
- Purpose of honorarium
- Date of engagement (dd/mm-year)
- Time or effort being recognized
- Amount offered (include travel allowances, expected reimbursements, if applicable, on a separate line)
- Signatures of sponsoring faculty/staff member and their supervisor/dean
- Cost Centre to be charged