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Honoraria– means payment of money or anything of value to individuals for an appearance, presentation, performance, workshop, scholarship, award or other service provided to the school division. Typically, these individuals are not staff members’ however on occasion we pay honoraria to staff members.

Scholarships/Bursaries/Awards Are to be processed through the Accounting Branch. Information should be provided directly to Accounting.

All honoraria payments will continue to be processed through Ce Office, Payroll Branch and information for tax purposes collected accordingly. Canada Revenue Agency requires Statement of Retirement, Annuity and Other Income be issued when the cumulative amount of honoraria paid to an individual in a calendar year

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the “Reimbursement of Expenses: form should be completed.

Individuals with a GST Number and a Business Number will be treated as a business and should complete Reimbursement for Expenses form to Accounting.

PROCEDURES

1. All Honoraria requests are to be submitted to Payroll in a timely manner on the “Honoraria Form”
 - 1.1. Honoraria for those considered not to be in an employer/employee relationship will be paid through Accounts Payable. Cheque runs are processed semi-monthly.



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CHEQUE PAYABLE TO: _____
(Claimant)

ADDRESS: _____

SIN # _____ BIRTH DATE: _____

EVENT: _____

DATES: _____ HOURS WORKED: _____

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Budget Account Number: _____

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