

Indigenous Elders, Knowledge Keepers and Community Members Cash Honorarium



Finance Department
3333 University Way, Prince George, BC V2N 4Z9
Email: accountspayable@unbc.ca Web: unbc.ca/finance

1. Honoraria Event Information				
Event / Class Name:				
Date of Event:			Honorarium Amount:	
Purpose:	Traditional Welcome or Blessing	Classroom Visit	Committee	Other (specify):
Location of Event:	Off Reserve	On Reserve (Indicate reserve name)		

2. Indigenous Elder/Knowledge Holder Information			
Last Name:	First Name:		Vendor # or Date of Birth <small>(Enter Vendor # or DoB: dd/mm/yy in the text box)</small>
Mailing Address:	City:	Province:	Postal Code: <small>(Format: A9A 9A9)</small>
Select participation method:	In person	Virtual On Reserve <small>(Indicate reserve name)</small>	Virtual Other <small>(Specify other virtual location)</small>

3. Requestor's Information		
Name:	Department/Unit:	
Signature:	Email:	Date:

4. UNBC Authorization			
Fund:	Orgn:	Acct:	Prog:
Budget Holder Signature:			
Budget Holder Name:			Date:

5a. Cashiers Office Disbursement	
Amount Disbursed	Cashier Signature
Administrative Coordinator Signature Cash Received	
Date Received by Administrative Coordinator	

5b. Cash Disbursement	
Amount Disbursed	Process Holder Signature
Requestor's Signature Cash Received	
Date Received by Requestor	

5c. Honorarium Confirmation		
Witness Signature of Honorarium Gifted	Witness Name of Honorarium Gifted	Date Witnessed
Comments:		

Notes:
<ol style="list-style-type: none"> Complete sections 1, 2 and 3 (at least 2-3 weeks prior to event). Please note that the minimum honoraria amount for Indigenous Elders, Knowledge Keepers and Community Members is \$200. For a list of services/activities and suggested honoraria, please visit the Office of Indigenous Initiatives website. Submit the form to the Budget Holder for approval, coding, and their signature (section 4). Use account code 7211 (off-reserve) for all cases except when the Event occurs on a First Nation Reserve, or the Elder is delivering the event virtually from a First Nation Reserve. Use acct 7207 (on-reserve). Email the form to the designated area supporting the disbursement of the Indigenous Elders, Knowledge Keeper and Community Members honorarium for your Department, Program, School or Work Unit, <i>At the UNBC Prince George campus, the Process Holders will be the Administrative Coordinators (AC) in each of the 5 Faculties are supporting the Indigenous Elders, Knowledge Keeper and Community Members cash honorarium process. In addition, the Presidential suite on the 2nd floor of the Charles J. McCaffray Hall will be a backup for the Indigenous Elders, Knowledge Keeper and Community Members cash honorarium process.</i> The Office of Research and Innovation (ORI) will be Process Holders for activities out of this office and support for Research institutes requests within UNBC. <i>For all other UNBC campus locations, Student Success Coordinators will be the Process Holders managing the Indigenous Elders, Knowledge Keeper and Community Members cash Honorarium disbursement process.</i> Once the cash honorarium is ready, the Process Holder will contact the Requestor and arrange to complete Section 5b. together. The Requestor will be provided with the cash and original form, while the Process Holder retains a copy of the form. Store the cash in a locked area or other secure place until the event. While the cash is in the Requestor's possession the Requestor will be responsible until disbursement. If the cash is lost or stolen between the time it is obtained from the Process Holder and the noted event date, it must be immediately reported to the Budget Holder. On the day of the event (or sooner), find a person to witness the disbursement of the cash honoraria. This section can be completed by the recipient receiving the honorarium, another UNBC employee that is in attendance or the requestor could sign if the other two options are not available. Once the cash honoraria is given to the Indigenous Elder, Knowledge Keeper or Community Member, obtain the signature of the witness in section 5c. Return the completed form with original signatures to the office of the Process Holder who assisted you at the beginning, within 5 days of the noted event. <p><u>Please note:</u> Cash honoraria that could not be disbursed as indicated on the original form (e.g. event cancelled/postponed, different Indigenous Elder, Knowledge Keeper or Community Member attending) must be returned to the office of the Process Holder who assisted you at the beginning, within 5 days of the noted event.</p> <p>Any questions about this form should be directed to Accounts Payable (accountspayable@unbc.ca)</p>