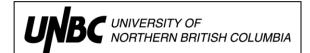
Indigenous Elders, Knowledge Keepers and Community Members Cheque or Direct Deposit Honorarium

1. Honoraria Event Information



Finance Department

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

Event / Class Name:										
Date of Event:						Honorarium Amount:				
PHILIDUSE.	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:			(Er			Vendor # or Date of Birth Vendor # or DoB: dd/mm/yy in the text box)	
Mailing Address:			City:			i Tovillee.		Postal Code: ormat: A9A 9A9)		
Select participation method: In p			Virtual On R person			Reserve (Indicate reserve name)			Virtual Other (Specify other virtual location)	
3. Requestor's Information										
Name:						Department/Unit:				
Signature:			Email:						Date:	
4. UNBC Authorization										
T										
Fund: Orgn:					Acct:			Prog:		
Budget Holder Signature:										
Budget Holder Name:									Date:	
5. Cheque Disbursement										
Mail Direct Deposi			t			Pickup			Attachments included	
Comments:										
Notes:										
Minimum Honorarium for Indigenous Elders, Knowledge Keepers and Community Members is \$200.										
Complete all sections and submit to Accounts Payable. Please allow 3 weeks for processing. If a rush payment is required, please see the Controller Finance for approval.										
For account coding 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)										

Any documentation that should accompany the cheque should be clearly identified and attached to this form.

Incomplete forms may result in processing delays; any questions please contact accounts payable staff.

Updated: September 5, 2024