

Indigenous Elders, Knowledge Keepers and Community Members Cheque or Direct Deposit 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 (Indicate reserve name)		Virtual Other (Specify other virtual location)

3. Requestor's Information

Name:		Department/Unit:		
Signature:		Email:	Date:	

4. UNBC Authorization

Fund:	Orgn:	Acct:	Prog:
Budget Holder Signature:			
Budget Holder Name:			Date:

5. Cheque Disbursement

Mail	Direct Deposit	Pickup	Attachments included
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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.