

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

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA
Finance Department 3333 University Way, Prince George, BC V2N 4Z9 Phone: 250-960-5625 Fax: 250-960-5794 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:

5. Cheque Disbursement			
Mail	Direct Deposit	Pickup	Attachments included
Comments:			
Notes:			
<p>Minimum Honorarium for Indigenous Elders, Knowledge Keepers and Community Members is \$150.</p> <p>Complete all sections and submit to Accounts Payable. Please allow 3 weeks for processing. If a rush payment is required, please see the Manager, Financial Services and Systems for approval.</p> <p>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)</p> <p>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.</p>			