



Honoraria Requisition

- Honoraria payments are to a maximum of \$500. If you are requesting a payment over \$500, please contact Procurement Services before submitting this form to determine if a PSA is required.
- Honoraria payments are considered taxable income and recipients should expect to receive a T4A.

Student/Employee #: T

Invoice #: HON

Date: _____
(yyyy-mm-dd)

Legal Name: _____

Home Address: _____

 Include the following:
 Street Address, City,
 Province, PostalCode

Social Insurance Number: _____

Present Position (Employee/Student, etc.): _____

Date Of Service Provided: _____

Reason For Payment: _____

Amount of Payment: _____

| Fund | Org | Account | Program | Activity | Location |
|------|-----|---------|---------|----------|----------|
| | | | | | |

Account to be Charged: Common Account Codes: Faculty Honoraria (612450) Non-Employee Honoraria (710019)

Requisitioned by: _____
Print Name

Recommended by: _____
Print Name (Chairperson/Administrator)

Approved by: _____
(Dean/Director)

Print Name of Dean/Director:

Finance Use Only

Approved by: _____

Document No.: 1

Issue T4A: