



University College
of the North

Honoraria Request for Payment

Elders and Traditional People

Policy CA-01-01 Protocol Regarding Elders and Traditional People and Activities

Please Print Clearly

Last Name: _____ First Name: _____

Cheque Mailing Address: _____

Postal Code: _____

For Department Use only:

Social Insurance Number: _____

Nature of Service Provided: _____

Date(s) Worked: _____

For: _____ at: _____ = _____
Hours/Days Rate Total

Budget Code

Budget Line

Honoraria Rate set by Policy CA-01-01 Protocol Regarding Elders and Traditional People and Activities:
Elder work exceeds eight hours per day (\$500.00 plus meals, mileage, hotel and incidentals.)
Elder works for a full day but work does not exceed eight hours (\$350.00 plus meals, mileage, hotel and incidentals if required.)
Elder works for a half day (\$250.00 plus meals, mileage, hotel and incidentals if required.)
Elder works for 1-2 hours including special events (\$100.00 plus meals, mileage, hotel and incidentals if required.)
Elders' helper work exceeds eight hours per day (\$250 plus meals, mileage, hotel and incidentals.)
Elders' helper works a full day but work does not exceed eight hours (\$150 plus meals, mileage, hotel and incidentals if required.)

For Department Use Only

Approved and/or Certified Services Performed

Date	Originator	Print Name of Signatory
Date	Supervisor/Division Manger	Print Name of Signatory
Date	Director of Finance	Print Name of Signatory