

HONORARIA

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	F. Financial
Policy Number:	F11
Approval Date:	September 19, 2016
Effective Date:	September 19, 2016
Policy Owner:	Chief Financial Officer

Objective:	The purpose of this policy is to provide the framework and guidelines for consistent application when offering honorarium payments to individuals who have been asked to provide services to the College. This policy applies to nonemployees only who provide services to the College. The College will not provide honorarium to employees.
Policy:	<p>An honorarium is a payment made to a person for their services in a volunteer capacity, or for services for which fees are not traditionally or legally required.</p> <p>An honorarium is typically a payment made on a special or non-routine basis to an individual who is not an employee of the College, to recognize or to acknowledge the contribution of gratuitous services to the College.</p> <p>An honorarium is not based on an agreed amount between the individual providing services and the College representative seeking services.</p> <p>If payment is agreed upon, this constitutes a contractual agreement and will involve invoicing, taxes, and related factors.</p> <p>Any conflicts of interest or engagements with related parties must be disclosed to the College in advance of any services being rendered.</p> <p>An amount not greater than \$250 may be paid as compensation to a guest lecturer.</p> <p>Payments accumulating to more than \$250 per individual per calendar year will be submitted to People & Culture and processed through regular payroll processes.</p> <p>The College Travel Expense Policy is to be used in estimating expenses.</p> <p>All honoraria payments must be approved by the relevant budget owner.</p>

	Individuals who have been a College staff member within the last twelve month period will have any honoraria payments processed through regular payroll.
Definitions:	
Related Information:	
Related Procedures:	
Review Period:	3 years
Revision History:	New: 1981 Revised: 2007 Revised: 2016