


Procedure Name:	HONORARIA PROCEDURE	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	August 28, 2017	
Next Scheduled Renewal Date:	July 2023	
Procedure Holder:	VP, Corporate	
Operational Lead:	Director, Finance	
Procedure Number:	ADM-001P	

HONORARIA PROCEDURE

1.00 PURPOSE

- 1.1 As an educational institution, the College invites guest speakers and presenters to classrooms, meetings, and other College-related events. Where deemed appropriate, an honorarium is presented as a sign of appreciation. This procedure outlines the criteria for recognition of services and the related reporting criteria.

2.00 DEFINITIONS

- 2.1 **Honorarium:** A token of appreciation (small gift or payment) given to an individual for services rendered in a volunteer capacity where a contract and/or invoicing is not required.

3.00 DETERMINATION OF HONORARIUM TYPE

- 3.1 The use of non-monetary honorarium is encouraged. Special services may require the awarding of a monetary compensation.
- 3.2 Contact Human Resources (HR) for assistance, if an individual may be providing services more than once in a calendar year.
- 3.3 Attendance at Program Advisory Committee meetings will not be considered for honorarium.

4.00 NON-MONETARY HONORARIUM

- 4.1 Where appropriate, a non-monetary honorarium can be considered taxable. The person receiving the honorarium will receive a T4A for income tax reporting purposes as per Canada Revenue Agency (CRA) guidelines.

5.00 MONETARY HONORARIUM

- 5.1 The standard value is \$50 per function. For anything over this amount, refer to 5.2.
- 5.2 Special pre-approval by a Vice-President is required for any amount over \$50.
- 5.3 Gift cards are considered non-monetary honoraria.

- 5.4 Monetary honoraria are paid by cheque through Accounts Payable and the person receiving the honorarium will receive a T4A for income tax reporting purposes as per CRA guidelines.
- 5.5 In order to process the request for honorarium, the following information must be provided:
 - a) full name
 - b) address
 - c) social insurance number
 - d) function for which the honorarium is required.
- 5.6 In order for a cheque to be available at an event, proper documentation must be completed and submitted to Accounts Payable at least one week in advance of the event.

6.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created			