This how-to sheet outlines the steps required to:

- Fill out an honorarium form to request payments to individuals as one-time tokens of appreciation for voluntary services performed.
- The information to fill out this form comes from your communication with the individual (e.g. email communication).

**eShop’s honorarium form should be used to ...**

- Request payment to an individual when the following criteria have been met:
  - value is nominal (i.e. not reflective of market value of the work performed)
  - there is no invoice
  - negotiation of payment has not taken place
  - the individual is not a Carleton employee or a professional speaker

**Important Note:**

- One honorarium form is required for each payment.

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**THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP**

1. Once logged into eShop, scroll down to the ‘Forms’ box on the landing page.

   Click on the blue ‘Honorarium Form’ text.
2. The first section on the form tells you what the form is for and any important information about filling it out.

**IMPORTANT!** NEVER include a Social Insurance Number on this form.

**Tip:** If at any point you want to close the form, without saving it or adding it to a cart, click on the white ‘Close’ button in the upper right-hand corner of the screen.

3. Check the box beside each criterion in the ‘Honorarium Payments to Individuals’ section IF the statement is true.

**IMPORTANT!** If any of the criterion are not true, an honorarium may not be the appropriate form of payment. Contact Accounts Payable for help ([accounts.payable@carleton.ca](mailto:accounts.payable@carleton.ca)).

4. Answer the questions in the ‘Services Performed Outside Canada’ and the ‘Services Performed on a Reserve’ sections.
5a. **Recipient Information**

In the ‘Recipient Information’ box, begin typing the name of the recipient in the ‘Enter Vendor’ field.

**Tip:** Only those fields with a star must be filled in (e.g. the ‘Enter Vendor’ field).

If the recipient’s name comes up, click on it. The information related to that recipient will fill in automatically.
5b. **Recipient Information**

If no results are returned ...

Click the **'Enter Manually'** tab.

Type the recipient’s name, in the **'Vendor Name'** field.

Choose the recipient’s preferred method of communication by clicking on the radio box beside either the ‘Fax’ or ‘Email’ field AND enter the information.
6. Fill in the following fields in the ‘Payment Information’ section.

Enter the total amount you’ve chosen to gift the recipient in the ‘Payment Amount’ field.

Enter the date of the event or when the service occurred in the ‘Date of Service/Event’ field by clicking on the calendar icon.
7. You must attach all relevant supporting documentation.

Click on the blue ‘Add’ text and follow the prompts to attach all relevant documentation.

Tip: Supporting documentation should include the recipient’s legal name, contact information, amount offered, and context of the event. Some examples of supporting documentation are event advertisements, departmental memos, or event agendas.

8. Once you have completed the form, click on the red arrow button beside the red ‘Add And Go To Cart’ button. Choose an option from drop-down menu to add the form to a cart (e.g. ‘Add to Cart’).

Tip: Honorarium forms should not be added to a cart with anything else.

What next?

• Visit carleton.ca/facts/eshop to find more how-to sheets.
• Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.