

## Honorarium

An honorarium is a thank you or gesture of appreciation. Honoraria can be assigned to a guest speaker or lecturer, an individual conducting a seminar or workshop, volunteers or those providing assistance for special events or activities.

An honorarium should not be assigned if the person's job it is to provide this service. Carleton employees (including TAs and RAs) do not receive honoraria. Honoraria are not issued for "Payment for Services".

1. Prior approval from the Director is required for all honoraria. The Director should provide approval in advance of making a commitment to an individual and in advance of the event. In order to seek this approval, please submit a completed honorarium form.
2. Honoraria are normally \$50.00
3. In order to ensure that the expense can be processed in a timely fashion, an honorarium form must be completed and submitted prior to event. In the case of virtual events – processing of the request will not start until the event has taken place.
4. A SIN number or an email indicating that the individual does not wish to provide the University with their SIN is required for all honorarium gift requests.