

Douglas College Accounting Guidelines

Honorariums- Revised February 2010

Guideline

An honorarium is a voluntary, one-time payment for a service not normally provided by College employees.

Procedures

Honorariums are issued for the following circumstances:

- Stagecraft
- Musicians
- Guest Speakers

All honorariums require a Social Insurance Number and are to be sent to payroll. Payroll will process honorariums issued to College employees and will forward honorariums issued to non-employees to Accounts Payable for payment.