



# HONORARIA AND GUEST EXPENSES

School District Employee's forms will be processed through the Payroll Department  
T-4A WILL BE ISSUED AT YEAR END FOR ALL OTHER

**For individuals — businesses can send an invoice instead of this form**

Finance use Only Vendor No.: \_\_\_\_\_

Name: \_\_\_\_\_

Street/Dept.: \_\_\_\_\_

City: \_\_\_\_\_

Prov./State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Event: **Spring Fling Conference** Dates: **Apr 29, 2022**

Location of Event: **Online and in Prince George**

Purpose: **Presenter Honoraria and/or Expenses**

Social Insurance No.

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Employee No.

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**For SD57 only**

Date

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Year

Month

Day

**FINANCE USE ONLY**

HNR

MMM

DD

YY

Contract on File: Y N

GL Clerk Authorization \_\_\_\_\_

**HONORARIA:**

\$ \_\_\_\_\_

LESS 15% WITHHOLDING TAX (NON-RESIDENT—OUTSIDE CANADA)

**1-84569-0**

\$ < \_\_\_\_\_ >

**TOTAL HONORARIA AMOUNT**

\$ \_\_\_\_\_

**TRANSPORTATION:**

\$ \_\_\_\_\_

HOTEL: \_\_\_\_\_ DAYS @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\$ \_\_\_\_\_

MEALS: \_\_\_\_\_ BREAKFASTS @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ LUNCHES @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ DINNERS @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\$ \_\_\_\_\_

AIRFARE: \_\_\_\_\_

\$ \_\_\_\_\_

OTHER (EXPLAIN): \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

TOTAL AMOUNT OF CHEQUE \$ \_\_\_\_\_

TOTAL GST \$ \_\_\_\_\_

FUND

ACCOUNT

COST CENTRE

AMOUNT

1	000	102	31020	920	
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signature presenter/  
organizer: \_\_\_\_\_

PD Fund  
Administrator: \_\_\_\_\_

Prepared by

Approved by

## PAYROLL USE ONLY

1	0000	000	84516	0	( )	WCB—Honoraria (X on GST)
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						Honoraria—WCB (X on GST)
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## Memorandum

From: Finance Department

Re: Honoraria and Guest Expense Form

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Honoraria forms are used for payment to individuals or groups who perform or are presenters in district buildings.

Canada Revenue Agency requires the district to deduct a 15% withholding Tax for Non-Residents and remit these funds to C.R.A. For clarification, this section is used for any individuals or groups that do **NOT** live in Canada.

The Payroll Department is required to issue T4A's for all Honoraria paid in order we are compliant with Canada Revenue Agency rules; schools **are not to pay Honoraria directly from the school trust accounts.** In the event the school trust account raised the funds for the individual or presenters, a school trust cheque is to be made payable to School District No. 57. The school cheque will be district receipted to the school's clearing account GL 1-0000-000-84587-\_\_ \_\_ and the payment will be charged to the same account.

The individual or group is asked to complete an EFT form to directly deposit funds into their bank account.

WorkSafeBC requires the district to remit on behalf of the individual or presenter unless they provide a WCB number on the Honoraria form. The current rate of WCB will be charged to the same account code listed on the Honoraria form and remitted to WCB. If the school trust account has the funds, schools should contact General Ledger Clerk at Central Administration, local 225 for the current WCB rate, in order this additional amount is added to the school trust cheque.

If you have any concerns, please feel free to contact the Finance Department.