LLED Honorarium and Gift Card Policy

If you are a faculty member or student whose honorarium/gift card recipient is:

A. Living in Canada or a Canadian citizen, see chart A
B. Not a citizen or resident of Canada, not living in Canada, see chart B

Chart A – If the recipient is living in Canada or a Canadian citizen, and is:

A confidential participant in your research

- Gift cards may be purchased unless the individual will be receiving more than $500 from UBC in one tax year.
- A) Gift cards can be purchased at the UBC Bookstore by department speedchart (with ample notice), or
- B) Reimbursed through a Miscellaneous Claim form.

Any individual who is not a confidential research participant

- Must be paid directly by UBC
- Send to Ana Susnjara in the LLED office:
  1) the individual's full name, address, SIN number, email
  2) the reason for the honorarium
  3) an Independent Contractor Assessment Tool
  4) any backup documentation (e.g. event poster for a speaker's honorarium)

Chart B – If the recipient is not living in Canada and is not a Canadian citizen, and is receiving:

Honorariums under $500

- Gift cards may be purchased unless the individual will be receiving more than $500 in one tax year.
- 1) Gift cards will be purchased by the department
- 2) The sponsoring faculty member must state, in writing, that the individual receiving the honorarium is a non-resident, and that they will not be receiving any further payments from UBC. Gift card purchases or reimbursements will not be provided without this.

Honorariums over $500

- Must be paid directly by UBC
- Send to Ana Susnjara in the LLED office:
  1) the individual's full name, address, SIN number, email
  2) the reason for the honorarium
  3) an Independent Contractor Assessment Tool
  4) any backup documentation (e.g. event poster for a speaker's honorarium)