



Vendor # \_\_\_\_\_

Invoice # \_\_\_\_\_

## Honoraria Requisition

Date \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Social Insurance Number \_\_\_\_\_

Present Position \_\_\_\_\_

Dates of Proposed Visit to TRU \_\_\_\_\_

Proposed Contribution to TRU \_\_\_\_\_

Special Instructions (cheque distribution, required by date) \_\_\_\_\_

### Expenses (Please provide original receipts and/or per diem information if applicable)

#### Account to be Charged:

Fund	Org	Account	Program	Activity	Location

#### Common Account Codes:

Faculty Honoraria      612450  
 Other Honoraria        614050  
 Non-employee Honoraria    710019

Amount	Finance Use Only	Tax Status
	GST	
<b>Total</b>		

Requisitioned by: \_\_\_\_\_  
Print Name

Finance Department Approved by: \_\_\_\_\_

Recommended by: \_\_\_\_\_  
Print Name (Chairperson/Administrator)

Approved by: \_\_\_\_\_  
(Dean/Director)

Cheque No. \_\_\_\_\_

Print Name of Dean/Director: \_\_\_\_\_

Document No. | \_\_\_\_\_