

Policy on honoraria for guest speakers in EDST undergraduate and graduate courses

Honoraria are one-time payments governed by the UBC Human Resources guidelines for honoraria. For undergraduate courses in EDST, there is a maximum of \$50 per 3-credit course section and \$20 per 1-credit course section that can be used from departmental funds for guest speakers. Please request gift certificates or honorarium payments well in advance, and *before* committing to the speaker, from the administrative manager. You must provide the first name and the last name of the guest speaker(s).

For Department-wide PhD, MA and MEd courses honoraria (up to \$50 per 3-credit course section) will be made available from departmental funds. The EdD and MEd cohorts can pay honoraria at their own discretion from their cohort budgets.

We recommend that honoraria be given as gift certificates or gift cards, such as from the UBC Bookstore. Cash payments to guest speakers are not permitted.

If a cheque is requested (rather than a gift card), the person requesting the payment should provide the full contact information of the person receiving the honorarium, including name, address, and social insurance number, because honorarium payments are subject to income tax.

EDST does not normally pay honoraria to UBC faculty members for guest lectures in UBC courses. EDST also does not normally pay honoraria to UBC graduate students for guest lectures in UBC courses. In case an honorarium is given, the amount will be reported to UBC Finance for income tax purposes.

Parking passes for guest speakers for the day of their visit can be requested from EDST staff (reception) at no charge.