

URFA Sessional Honorarium Form

Sessionals are entitled to receive Honorariums based on the Sessional Stipend Policy

Forms are due by April 15th for meetings held between January 1st and April 30th

Forms are due by August 15th for meetings held between May 1st and August 31st

Forms are due by December 15th for meetings held between September 1st and December 31st

Amounts paid are \$50 for meetings of less than or equal to 4 hours and \$100 for meetings of more than 4 hours.

Hours of attendance must be recorded on the form so that it can be provided on Records of Employment

Forms not received by these dates will be paid in a subsequent month

Date	Function/Event	Hours in attendance	Signature of Chair/Authorized URFA Rep	For Office Use Only	
				Expense Code	Amount

Claimant Details

Name	
UofR Employee No.	
Department	
Signature	
Date	



For Office Use Only	
Date	
Cheque No.	
Authorization	
Authorization	

TOTAL EXPENSES	\$ -
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