



Gift Card / Honorarium Recipient Declarations should be obtained when distributing an honorarium and returned to Travel Services with the Gift Card Reconciliation form. For confidential studies, please submit the Honorariums Declaration - Confidential Research Studies form.

I certify that I, _____, am receiving an honorarium in the amount

Name

of _____ from _____ on _____

Amount

(Merchant name; e.g. U of M, Amazon, VISA, Tim Hortons)

Date

at/for the _____

(Purpose)

Signature of Recipient

Date

For an honorarium of \$250 or more:

If the unit anticipates that a recipient will receive an honorarium of \$250 or more throughout a calendar year, the recipient is required to complete a [Non-Employment Payment form](#). Once completed, this form should be sent to Travel Services along with additional requirements outlined in the Gift Card Guidelines.

Department Contact Information:

Name: _____ Phone: _____

For more information on the gift card process, appropriate uses and tracking of gift cards, please refer to the [Gift Card Guidelines](#).

Questions? For assistance, contact Travel Services by phone at (204) 480-1001 or by email at travinfo@umanitoba.ca.