



Non-employee Expense Forms Electronic Submission Guidelines

Thank you for participating on a peer assessment panel with Arts Nova Scotia

Below are instructions to submit your non-employee expense form electronically for payment.

1. Complete the name and address section.
2. Enter the allotted amounts under the Honoraria and Reading Fees sections and total the amount at the bottom.
 - Amounts will be outlined by the organizing Program Officer.
3. All forms must be dated and include an electronic signature.
 - **Instructions to create an electronic signature:**
 1. Sign a blank piece of paper in **BLUE** ink
 2. Take a picture of the signature with your phone
 3. Email the picture to yourself, and save it to your computer
 4. Insert the picture of the signature into the document (in Word, go to Insert on toolbar, and then Picture, select your signature file)
 5. Signature can be resized or moved in place on the document
4. Once all information, date and signature are entered on the form, please email the completed form directly to the attention of Chelsea Prime at Chelsea.Prime@novascotia.ca, and CC the organizing Program Officer.
 - This email **MUST** come from the email address of the person being paid (cannot be sent on behalf of the individual).

Please note that processing times may vary. General wait times are between 3-5 weeks. If you have not been paid by the province in the past or your address has changed from what is on file with the province, wait times may be extended. If you have any questions, please contact the organizing Program Officer.