

## Expense Form Instructions

Non-Employee expense forms are used to process your honorarium for participating in a peer assessment committee. Fees are sent via mailed cheque unless you have signed up for direct deposit via the instructions below.

### Non-Employee Expense Form (Required)

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.
  - Your amount for honorarium and reading fees your invitation email from the 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 program officer
  - This email **MUST** come from the email address of the person being paid (cannot be sent on behalf of the individual).

### Direct Deposit Information (Optional)

1. Complete the contact information section.
2. Specify the email you would like deposit notification sent to.
3. Sign form with digital signature.
4. Include a void cheque. These can usually be downloaded as a PDF directly from your online banking.
  - NOTE: If you are unable to provide a void cheque you must have the form stamped in-person by a teller at your bank.
5. Email form directly to program officer with corresponding expense form.

Please note that processing times may vary. General wait times are three to five 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 program officer.