



REIMBURSEMENT FOR ABORIGINAL CULTURAL PERFORMERS



NOTE: To be completed by University of Manitoba employee who is hosting/inviting guests
Use this form in conjunction with the *University of Manitoba Elder Protocols* <http://umanitoba.ca/student/asc/tpac/>

1. Name of Performer(s)/Group:

Community (if travel is required): _____

* Use this form if working with Traditional Peoples Advisory Committee (TPAC) and if immediate cash reimbursement is required. If not, reimbursement can be processed through Travel Services.

2. Purpose of Visit

Ceremony, opening and closing prayer, guest lecture, consultation, etc.
Include location, date, time, and contact person, if different than host.

3. Smudging If there will be smudging please refer to smudging policy <http://umanitoba.ca/student/asc/tpac/smudging.html>

4. Tobacco Please refer to <http://umanitoba.ca/student/asc/tpac/tobacco.html>

5. Elder Host or person who is requesting reimbursement

First & Last Name of Staff: _____ Department: _____

Phone: _____ Signature of Host: _____

6. Witness to honorarium gift (for accountability purposes a secondary signature is required).

First & Last Name: _____ Department: _____

Phone: _____ Signature of Witness: _____

7. Reimbursement Information

University Department/Faculty: _____

Dean/Director/Signing Authority (please print): _____

Phone: _____ FOAP (budget #): _____

* FOAP account numbers for Aboriginal traditional expenses can be found at <http://umanitoba.ca/student/asc/tpac/reimburse.html>

Budget availability verified (please initial): _____ Date: _____

Total amount gifted *note: if more than \$500 please see <http://umanitoba.ca/student/asc/tpac/reimburse.html> \$ _____

Authorized Budget Signature
(required for budget transfer of expense)

Authorized TPAC Signature
(required for immediate cash **reimbursement** through ASC)

Administrative Only

Verified as non-employment HUMAN RESOURCES