



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

1. Elder Information:

First and Last Name: _____

Community (if travel is required): _____

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.
Please note that the signature should not be the Elder)**

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

TPAC process for reimbursement through ASC:
Original copy to TPAC c/o ASC
Secondary copy to Department

If Elder was NOT referred by TPAC:
Original copy to Travel Services
Secondary copy to Department

*For more information contact the Aboriginal Student Centre
474-8850 asc@umanitoba.ca*