

TPAC REIMBURSEMENT PROCESS

Reimbursement of a financial gift* to Elder(s) visiting the University of Manitoba will fall under one of the three (3) categories below:

1. Occasional visit(s) where total of all gifts is **under \$500** in the year
Cash reimbursement is processed through the Aboriginal Student Centre

NOTE: Immediate cash **reimbursement** through the ASC requires a signature from a TPAC member. TPAC members can only sign for Elders they have personally recommended. If you are using an Elder not referred by TPAC please submit the TPAC form along with a Travel Expense Claim Form directly to Travel Services for reimbursement

2. Visit(s) where the total of all gifts is **more than \$500 in the year, but less than \$5,000 (i.e. \$501-\$5,000)**
 - a) A purchase [Requisition Form](#) is required in addition to the [TPAC Elder form](#)
 - b) Cheque and/or budget charge is processed through **Supplier Services**

3. **Regular visits** that require regular cheques be issued with expenses totalling **more than \$5,000 per year**
Please contact Kali Storm, Director of the Aboriginal Student Centre on the process for creating an **‘Elder/University Letter of Agreement’** which will be required in addition to the [TPAC Elder form](#) and [ICA Form](#).

* Depending on the nature of the visit, a financial gift is usually around \$200 per day plus expenses (food, shelter and travel as required). Please refer to protocol information on the types of requests and feel free to contact a TPAC member for referrals of appropriate Elders for the service/knowledge you require and/or to discuss appropriate gift(s).

NOTE: **DO NOT negotiate financial gift** (honorarium) with Elders as this is considered disrespectful by many Elders. Tobacco is required, but the honorarium is a gift, not income, and must be communicated as such at ALL times.

NOTE: If you are using Elders, or any of the expenses listed below, and the funding is from an outside source (i.e. SSHRC, NSERC, CIHR) please include with your submission documentation from the agency approving the expense.

Account numbers have been created specifically for Traditional Aboriginal cultural expenses:

Account Type	Account #
Elder	711109
Tobacco	711110
Performers (i.e. dancers, drum groups)	711111
Other cultural expenses (i.e. feasts)	711112