



**ARCHDIOCESE OF REGINA**

<b>Policy Name:</b>	Honoraria and Stipends	<b>Number:</b>	S4-8
<b>Policy Type:</b>	Employment Benefits and Protection of Employees	<b>Date Approved:</b>	February 2017
<b>References:</b>		<b>Date Revised:</b>	

***Policy Statement:*** Employees who receive an honorarium or stipend for work or services either related to, or arising out of, their position in the Archdiocese, must report and return such monies to the Archdiocese, whether such work or services were provided during regular working hours or not.

- Procedure:***
- a) Monies so received and returned will be designated as a “recovery” in the Archdiocesan financial records.
  - b) Any expenses such as mileage or other related expenses arising out of such work or services are to be submitted on the applicable claim form(s) to the employee’s immediate supervisor for consideration of reimbursement. (Appendix L)

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