

## **Instructions for Completion of Member Honoraria and Expense Form**

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### **A. Completion of the fillable form in Excel**

The automated version of the Member Honoraria and Expense Claim form determines your honoraria rate and completes all calculations. It requires Excel.

- a. Open the form
  - b. Type the information and/or select a predefined option using the drop-down menus.
  - c. Please ensure that:
    - The meeting is clearly identified
    - Staff contact is clearly listed
  - d. Save the completed form (e.g. **2020-01FirstNameLastNameClaimForm.xlsx**)
  - e. Create an email message and attach:
    - the saved form (e.g. **2020-01FirstNameLastNameClaimForm.xlsx**)
    - scanned supporting detailed and itemized receipts
  - f. Email to: MemberHonoraria@oma.org
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### **B. Completion of the PDF Pen and Paper version of the form**

- a. Open the form and print it.
    - Fill in all relevant sections and attach supporting detailed/itemized receipts.
    - Scanned copies or photocopies of receipts are acceptable.
  - b. Please ensure that:
    - The meeting is clearly identified
    - Staff contact is clearly listed
  - c. Your claim may be emailed, faxed or mailed to Finance Department at the OMA.
    - By Email MemberHonoraria@oma.org
    - By Fax At fax number 416-599-9309
    - By Post Ontario Medical Association, Finance, Member Claims,  
150 Bloor St. West, Suite 900, Toronto, ON M5S 3C1
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### **C. To receive payment by Direct Deposit / EFT**

Please access and complete the required documentation available at:

<https://content.oma.org/wp-content/uploads/private/2016omamembereftrequest.pdf> and return to the OMA at the address above.