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Individuals who provide services for research fieldwork in \_\_\_\_\_ are often seasonal or temporary workers. Payments to these individuals using cash or gift cards must be recorded and approved using this form \_\_\_\_\_.

\_\_\_\_\_, this form must be completed by the claimant (e.g. Principal Investigator), signed by both the claimant and payment recipient, and submitted through the Expense Reimbursement System (ERS). No additional information will be required for these payments.

\_\_\_\_\_, in order to comply with Canada Revenue Agency (CRA) regulations, the individual providing the services must be paid through the acQuire system (e.g. Payment Request Form) and the payment must be supported by an invoice. The payee's name and home mailing address must be provided on the invoice. Please submit the individual's Social Insurance Number (SIN) or SIN equivalent (if non-Can

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