

## Honorarium Approval Request

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

An honorarium ([Title 19 NYCRR Part 930](#)) is any payment made in consideration for a service performed that is not part of the employee’s official duties. Such service includes, but is not limited to, delivering a speech, writing or publishing an article, or participating in any conference, convention, meeting, or similar event. Honorarium also includes expenses incurred for travel, lodging and meals related to the service provided. *\*\*Academic faculty are exempt from the approval requirements provided that the service being performed is within the subject matter of their official academic or research discipline.\*\**

Whenever possible, within a reasonable period of time prior to the performance of the service for which an honorarium is offered, or to the receipt of the honorarium, a written request for approval to accept the honorarium shall be submitted.

**I. To be completed by covered person (employee):**

Source of honorarium and nature of its business	
Description of service being provided	
Location where service is being provided	
Date(s) service is being provided	
Amount received (itemize: fee, registration, travel, lodging, meals, etc.)	

\_\_\_\_\_  
(Signature of Requesting Employee)

\_\_\_\_\_  
(Date)

**II. To be completed by supervisor – Conditions for Approval:**

A request to accept an honorarium may be approved provided the following conditions are met:

- 1) State personnel, equipment, and time are not used in preparing the service for which an honorarium is offered;
- 2) No State funds are used to pay the covered person’s attendance, registration, travel, lodging, or meal expenses related to the service for which an honorarium is offered;
- 3) If the service is to be performed during the employee’s official work day, he or she must charge accrued leave (other than sick leave) to perform such service;

- 4) If the honorarium is offered by or on behalf of an Interested Source\*, all of the following criteria must be met:
  - a. It is not reasonable, under the circumstances, to infer that the honorarium was intended to influence the covered person in the performance of his or her official duties.
  - b. The honorarium could not, under the circumstances, reasonably be expected to influence the covered person in the performance of his or her official duties.
  - c. The honorarium is not, under the circumstances, intended as a reward for any official action on his or her part.
- 5) The approving authority determines that the offeror is not being used to conceal that the honorarium is actually offered or paid by an Interested Source; and
- 6) Performing the service for which the honorarium is offered and accepting the honorarium does not violate Public Officers Law §74.

\*Interested Source is any person or entity who on his or her own behalf, or on behalf of an entity, that satisfies any one of the following:

- 1) Is regulated by, negotiates with, appears before in other than a ministerial matter, seeks to contract with or has contracts with, or does other business with: (i) the covered person, in his or her official capacity; (ii) the State agency with which the covered person is employed or affiliated; or (iii) any other State agency when the covered person's agency is to receive the benefits of the contract; or
- 2) Is required to be listed on a statement of registration pursuant to §1-e(a)(1) of article 1-A of the Legislative Law and lobbies or attempts to influence actions, decisions, or policies of the State agency with which the covered person is employed or affiliated; or
- 3) Is the spouse or unemancipated child of any individual satisfying the requirements of section 930.2(g)(2); or
- 4) Is involved in any action or proceeding, in which administrative and judicial remedies thereto have not been exhausted, and which is adverse to either: (i) the covered person in his or her official capacity; or (ii) the State agency with which the covered person is employed or affiliated; or
- 5) Has received or applied for funds from the State agency with which the covered person is employed or affiliated at any time during the previous 12 months up to and including the date of the proposed or actual receipt of the honorarium.

I have reviewed and endorse this request.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
(Date)

**III. To be completed by Approving Authority (Campus Ethics Officer):**

Approved

Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Approving Authority – Ethics Officer)

\_\_\_\_\_  
(Date)

Original: Official file  
Copies: HR file, Employee