



Category:  
Financial  
HR / Labor Relations  
Legal and Compliance

Responsible Office:  
[Human Resources](#)

**Other Requirement Title:**

Honoraria & Travel Reimbursement by University Employees

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8950

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This procedure item applies to:  
State-Operated Campuses

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**Summary**

In accordance with the New York State Ethics in Government Act, the New York State Ethics Commission (Ethics Commission or Commission) promulgated regulations governing the receipt by state employees of honoraria and travel expense reimbursement. The honoraria regulations apply to all compensated state employees with the exception of academic employees engaging in activities within their academic discipline.

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**Requirement****Background**

As a state entity, the State University of New York (University) must comply with the Ethics Commission regulations (19 NYCRR Part 930) governing the receipt of honoraria and travel reimbursement by state officers and employees.

The regulations on receipt of honoraria and travel reimbursement apply to all compensated state employees, with the exception of academic employees of the University and of the City University of New York, engaging in activities within their academic discipline.

**Honoraria**

The regulations set forth specific conditions under which honoraria may be accepted. Obtaining prior approval of requests to receive honoraria is optional rather than mandatory. Requests, if made, are subject only to University action and the filing of the determination with the Ethics Commission. Employees receiving honoraria without prior approval of the University, however, are required to report annually (by April 1 of each year) to their campus or system administration, as appropriate, the source, date, amount, and nature of the activities for which honoraria were received in the previous year. In turn, a compilation of individual reports must be filed with the Ethics Commission on an annual basis (by June 1 of each year). Employees who have obtained prior approval from the University of requests to receive honoraria need not file these annual reports. No special form for submission of the request for prior approval or the annual report has been specified.

Requests for prior approval of honoraria or annual reports regarding honoraria should be submitted by affected employees to the president or the president's designee, following a process similar to that outlined in the University policy governing Outside Activities of University Policymakers. Requests or reports involving a president should be

submitted to the chancellor. The campus designee or Chancellor, as appropriate, will be responsible for filing approved advance requests for receipt of honoraria and annual reports with the Ethics Commission.

Within the system administration, advance requests and reports by other than the chancellor should be submitted to the vice chancellor for finance and business.

### **Travel Expense Reimbursement**

Advance approval by the campus or system administration, as appropriate, is required for receipt of travel expense reimbursement related to an employee's official duties. The same process described for advance approval of honoraria should be utilized for approval of travel reimbursement that complies with the criteria contained in the regulations. No filings with the Ethics Commission are required.

Any honorarium or travel reimbursement received which is over \$1000 must also be reported on an employee's annual financial disclosure statement, where filing of that form is required.

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### **Definitions**

**Honorarium** - A payment, fee, or other compensation made as a gratuity or as an award or honor for services rendered by a covered employee not related to the covered employee's official duties. It also includes a payment for travel expenses incurred by the employee in the course of services unrelated to the employee's duties.

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### **Related Procedures**

The procedures relevant to this policy are incorporated in the policy statement.

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### **Forms**

There are no forms relevant to this requirement.

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### **Other Related Information**

[Outside Activities of University Policy Makers](#)

The following links to FindLaw's [New York State Laws](#) are provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Public Officers' Law §§ 73 and 74](#) (New York State Ethics in Government Act)

[NYS Executive Law §94](#) (State ethics commission; functions, powers and duties)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

[19 NYCRR Part 930](#) (NYS Ethics Commission Regulations on Honoraria)

[New York State Accounting System User Procedures Manual: Special Payments \(including Honoraria\) - Non-Employee Payments \(Volume XI, Section 6.0100\)](#)

[Ethics in State Government - A Guide for New York State Employees](#)

[NYS Ethics Commission Advisory Opinion No. 90-9](#) (Application of Commission's Regulations on Limitations on the Receipt of Honoraria)

**Appendicies**

There are no appendicies relevant to this requirement.