

Honoraria - revised

Under the regulations of the Ethics Commission, employees (excluding academic employees engaging in activities within their discipline and employees providing services related to their official duties) who have received honoraria, without obtaining prior approval, must report honoraria to the College President or designee annually.

An honorarium is defined as a payment, fee or other compensation made as a gratuity, award or honor for services rendered which are not related to official duties. Honoraria are *not* compensation for outside employment.

Special Instructions for Faculty: The regulations provide an exemption for academic employees of SUNY insofar as the publication, speech or conference for which the honorarium or travel reimbursement is being offered is within the academic discipline of the employee.

If you have received a reportable honorarium: The report of honorarium should include the date received, source, nature of activity, description, location of activity, and the amount received.

Employees who have received prior written approval are not required to file the annual report. If you have any questions, please contact the Office of Human Resources at x2509.