

APPENDIX I

ETHICS COMMISSION GUIDELINES ON HONORARIUM AND TRAVEL REIMBURSEMENTS

Regulations on receipt of honoraria and travel reimbursements apply to all State Employees with the exception of academic employees engaging in activities within their academic discipline.

Under the regulations, an honorarium is defined as 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 expense incurred by the employee in the course of services unrelated to the employee's duties. The regulations set forth specific conditions under which honoraria may be accepted.

Obtaining prior approval of requests to receive honoraria is optional. Employees receiving honoraria without prior approval of the President are required to report annually (by July 1 or April 1 in succeeding years) to the Human Resources Office the source, date, amount and nature of activities for which honoraria were received in the previous year. Requests for prior approval of honoraria should be submitted to the Human Resources Office.

Prior approval by the President is required for receipt of travel reimbursement, from an individual or outside organization, related to an employee's professional duties. Reimbursement may not be accepted under circumstances specified in the ethics regulations.

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

If you have any questions on these regulations, feel free to contact the Human Resources Office.