**Honorarium Approval Form for SUNY College at Plattsburgh**

**(Not Part of Official Duties – Not Work Related – Not Faculty within Area of Discipline)**

**Joint Commission on Public Ethics (JCOPE)**

This form is to be completed by the employee and submitted to supervisor and Vice President for approval prior to the performance of the service for which an Honorarium is offered, or to the receipt of the Honorarium. Please print second page on back of form.

|  |  |  |  |
| --- | --- | --- | --- |
| I. TO BE COMPLETED BY EMPLOYEE | | | |
| Name | **Click here to enter text.** | Title | **Click here to enter text.** |
| Name of Offeror | **Click here to enter text.** | Nature of the Offeror’s Business | **Click here to enter text.** |
| Date of Service | **Click here to enter text.** | Location of Service | **Click here to enter text.** |
| Description of Service | **Click here to enter text.** | Total Amount of Honorarium | **Click here to enter text.** |
|  |  | Itemization of Honorarium |  |
|  |  | Service | Click here to enter text. |
|  |  | Travel | Click here to enter text. |
|  |  | Lodging | Click here to enter text. |
|  |  | Meals | Click here to enter text. |
|  |  | Registration | Click here to enter text. |
|  |  | Other | Click here to enter text. |

I request approval to perform the service described and certify that the honorarium being requested meets the conditions for approval as outlined in section 930.5 (see reverse of form).

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(Date) (Signature of employee)

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| **II. ACTION BY EMPLOYEE’S SUPERVISOR AND VICE PRESIDENT** |

\_\_\_\_ Approved \_\_\_\_ Disapproved \_\_\_\_ Approved \_\_\_\_ Disapproved

\_\_\_\_ Approved with the following limitations: \_\_\_\_ Approved with the following limitations:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Date) (Signature of Supervisor) (Date) (Signature of Vice President)

**III. ACTION BY ETHICS OFFICER**

This Honorarium is approved in accordance with the conditions set forth in section 930.5 of the Joint Commission on Public Ethics law (see reverse for conditions that must be met).

\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date) (Signature of Ethics Officer)

Original: Ethics Officer cc: Employee, Employee’s Supervisor

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930.2 (e) *Honorarium* shall mean:

(1) Any payment, which may take the form of a fee or any other compensation, made to a Covered Person in consideration for a service performed that is not part of his or her official duties. Such service includes, but is not limited to, delivering a speech, writing, or publishing an article, or participating in any public or private conference, convention, meeting, or similar event. Honorarium shall also include expenses incurred for travel, lodging, and meals related to the service performed.

930.5 Conditions for Approval of Honorarium

(a) An Approving Authority may approve a request to accept an Honorarium 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 (including funds from any New York State public authority or any public benefit corporation) 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 Covered Person’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:

(i) 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.

(ii) The Honorarium could not, under the circumstances, reasonably be expected to influence the Covered Person in the performance of his or her official duties.

(iii) 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 do not violate Public Officers Law §74.

930.7 Exemption.

A member of the faculty (including an adjunct member of the faculty) at the State University of New … is exempt from sections 930.4 and 930.5, provided the service performed by such member of the faculty is within the subject matter of his or her official academic discipline.

**CHECKLIST**

 Honorarium is not offered with the intention to influence or reward the recipient

 The service was not part of the individual’s official duties

 Service was performed on other than work time or time was charged to accrued leave

 SUNY Plattsburgh resources were not used to prepare or deliver service

 SUNY Plattsburgh funds were not used for registration, travel, lodging or meal expenses

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