

### HONORARIUM APPROVAL FORM

**A request for approval to accept an honorarium or reimbursement of travel expenses must be addressed to the Commissioner through the chain of command, and answer the following:**

1. Name of Individual Seeking Honorarium/Travel Reimbursement approval:  
\_\_\_\_\_
2. Title/Position: \_\_\_\_\_
3. Division/Work Location: \_\_\_\_\_
4. Date(s), Time(s) and Location of Lecture/Service: \_\_\_\_\_  
\_\_\_\_\_
5. Name and Address of Entity Granting Honorarium/Travel Reimbursement:  
\_\_\_\_\_
6. Amount of Honorarium: \$\_\_\_\_\_ of Travel Reimbursement: \$\_\_\_\_\_
7. Is the entity granting the honorarium/travel reimbursement regulated by any State agency? \_\_\_\_\_
8. Is the entity granting the honorarium/travel reimbursement registered as a State lobbyist? \_\_\_\_\_
9. Does the entity granting the honorarium/travel reimbursement regularly negotiate with the Department? \_\_\_\_\_
10. Does the entity granting the honorarium/travel reimbursement have any contracts or receive any grants from a State agency? \_\_\_\_\_ If, yes, what agency? \_\_\_\_\_
11. Will you be donating the honorarium fee to charity? \_\_\_\_\_  
If yes, what charity? \_\_\_\_\_
12. Will you be traveling at State expense to deliver the lecture/service? \_\_\_\_\_
13. Will you be taking time off from your State position to deliver the lecture/service? \_\_\_\_\_  
If yes, how much time? \_\_\_\_\_
14. Describe the topic you will be speaking on, or the service you will perform:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The New York State Joint Commission on Public Ethic's regulations requires prior approval or subsequent reporting depending upon the nature of the payment and the position of the individual receiving the payment in accordance with 19 NYCRR Part 930 (a copy of this regulation is available on the New York State Joint Commission on Public Ethics website).**