


April 18, 2006

MEMORANDUM

To: All College Presidents
All Labor Designees

From: Frederick P. Schaffer 

Re: Honoraria and Travel Reimbursements

This concerns all CUNY employees and their obligations for reporting Honoraria and Travel Reimbursements under the State Ethics Law. Please share this memo with all college personnel and staff.

I. Annual Reports

Annual reports of honoraria (all references to honoraria herein include travel reimbursements) for the April 1, 2005 to March 31, 2006 (form attached) must be filed and reviewed by the college president, or labor designee no later than May 15, 2006. The college must then file a compilation directly with the State Ethics Commission by June 1, 2006. Only those employees who actually receive honoraria must file the reports. The regulations on honoraria and travel reimbursements (see Sec. 930, copy attached) apply to all college employees.

II. Prohibited Honoraria

The Regulations of the State Ethics Commission prohibit the receipt of honoraria (including travel reimbursements) from individuals, companies, organizations, unions, vendors and contractors which negotiate with, do business with, or are interested in doing business with the University (or a college). The regulations, for example, prohibit vendor paid travel to view demonstrations of a vendor's products or services. These prohibitions also apply to college employees serving as board members and officers of related entities (e.g. auxiliary enterprise

boards, college associations, foundations, etc.) as part of their official duties or within the scope of their employment with the college. Employee travel reimbursements for such purposes, however, may be made by the University when appropriate. Instructional staff employees with appointments in academic departments, however, are exempt within their discipline from the regulations on honoraria.

III. Prior Approvals

An employee may seek prior approval for the receipt of an honorarium (including travel reimbursements) from the college president. If granted, the request and approval must then also be forwarded to the State Ethics Commission. If an employee has doubts about the propriety of accepting an honorarium, the employee should consult with the college's ethics officer.

IV. Additional Information

A copy of the complete State Ethics Law and Regulations are available upon request from the college's ethics officer (labor designee) or the State Ethics Commission (1-800-87 ETHICS), or online at www.dos.state.ny.us/ethc/ethics.html. Ask for a copy of the "new" white, October 2005, ethics booklet. Attached also find for 2006, "Commonly asked Questions Concerning Honoraria" from the State Ethics Commission. Please note that honoraria must also be reported in question 13 on the annual Financial Disclosure Statement which is also due by May 15, 2006 (for administrative staff).

Enclosures

C: Chancellor Goldstein
Chancellor's Cabinet
Ethics Officers
Jane Sovern
Jeanette O. Woloszyn