Memorandum to Presidents

Date: May 6, 1975

From: Office of the Vice Chancellor for
       Faculty and Staff Relations

Subject: Honoraria

Although State University policy on the payment of honoraria has not
changed over the past several years, a restatement of that policy now seems
appropriate.

An honorarium may not be paid for services at the home campus; i.e.,
the campus at which regular appointment is held. This policy exists without
exception.

Honoraria may be paid for lectures and professional activities at
other than home campuses subject to the following limitations:

   If overnight absence from the home campus
       is not necessary, the maximum honorarium
       is $40.

   If overnight absence from the home campus
       is necessary, then the maximum honorarium
       is $100 per day. (A day, for this purpose,
       is 24 clock hours and is not synonymous
       with a date. Thus, a visit from noon
       Monday to 6 P.M. Tuesday would be 1.25 days.)

Travel expenses may be handled separately by the host campus through
established State procedures. If travel is to be paid by the staff member,
the limit on the honorarium payment remains as stated above.

Payment of honoraria to State employees through the use of Standard
Vouchers is contrary to established policy. The employee must forward a
Form UP-6 reporting the extra service through the home campus Chief Adminis-
trative Officer; the host campus must pay the honorarium through a temporary
service appointment in the appropriate title.

[Signature]

Jerome B. Rosamir
Memorandum to Presidents
May 6, 1975

cc: Chancellor Boyer
    Vice Presidents for Administration

This memorandum addressed to:
    Presidents, State-operated campuses
    Deans, Statutory Colleges

Copies for information only sent to:
    Presidents, Community Colleges
    Dean McGrath
    President Rose
    Mr. Tobin
    Chancellor Kibbee