



HONORARIUM APPROVAL REQUEST FORM

In accordance with 19 NYCRR Part 930.4(b)

WHEN TO USE THIS FORM

The Governor, Lieutenant Governor, Comptroller, Attorney General, and Heads of State Agencies are required to request and receive approval from the Commission before accepting an honorarium (when allowed by statute and as that term is defined in 19 NYCRR Part 930 of the Commission's regulations).

SECTION I — EMPLOYEE INFORMATION

Name of Covered Person Accepting Honorarium

Identity of Offerer

Nature of Offerer's Business

Location of Service

Date of Service

SECTION II - DESCRIPTION OF SERVICE

SECTION III - EXPENSES RELATED TO THE HONORARIUM

Provide an itemization of amounts paid for the service, attendance, registration, travel, lodging, and meals related to the Honorarium.

<input type="checkbox"/> Service	\$ _____	<input type="checkbox"/> Attendance	\$ _____	<input type="checkbox"/> Registration	\$ _____
<input type="checkbox"/> Travel	\$ _____	<input type="checkbox"/> Lodging	\$ _____	<input type="checkbox"/> Meals	\$ _____
					TOTAL \$ _____

SECTION IV- AGENCY INFORMATION

Agency Name

Agency Action

Approved

Denied

Agency Comments

SECTION V — AGENCY DECLARATIONS

1. State personnel, equipment, and time will not be used to prepare for the service?

Yes No

2. State funds will not be used to pay expenses related to the service?

Yes No

3. Accrued leave time (other than sick leave) will be charged, if the service occurs during the official work day?

Yes No

4. Payment offered by Interested Source?

(If Yes, explain in Notes. If No, confirm no attempt to conceal Interested Source in Notes.)

Yes No

Notes:

5. Service and Payment consistent with Public Officers Law § 74?

Yes No

SECTION VI - DECLARATION & SIGNATURE

I declare that the information contained in this request is true, correct, and complete to the best of my knowledge and belief.

SIGNATURE OF COVERED PERSON X

PRINT NAME

DATE

HOW TO SUBMIT:

Please mail the signed completed form to the:
NYS Commission on Ethics in Lobbying in Government
540 Broadway
Albany, NY 12207