**CUNY Employees Report of Receipt of Honoraria Form**

**April 1, 2023 to March 31, 2024**

**College:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitted by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Office:**\_\_\_\_\_\_\_\_\_\_\_\_\_ **phone #:** \_\_\_\_\_\_\_\_\_ **email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Honoraria** | **Source** | **Nature of Activity** | **Description** | **Location of Activity** | **Amount** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Signature of Employee date*

**NOTE:**

* **Above organizations do not do business with CUNY**
* **The service was not part of the individual’s official duties**
* **Service was performed on other than work time or was charged to accrued leave**
* **CUNY’s resources were not used to prepare to deliver services**
* **CUNY did not reimburse travel expenses**