

**SUNY WESTCHESTER COMMUNITY COLLEGE
HONORARIUM POLICY
4/6/2023**

SUNY Westchester Community College (WCC) may pay an honorarium to an advisor, a guest lecturer, a commencement speaker, etc., when authorized by the President or the president's designee. The payment must be in accordance with a rate standard established by the college and not to exceed \$1,000 plus travel expenses, if any, per engagement. Employees of State University of New York, SUNY Westchester Community College, SUNY WCC Faculty Student Association, SUNY WCC Foundation, State of New York, and Westchester County are not eligible to receive an honorarium. Current holders of any public office or those seeking public office in New York State are not eligible to receive an honorarium. All forms of honoraria shall be requested in writing to the President and approved by the President at least 90 days prior to the event. An honorarium may include payment for travel expenses, in accordance with the College's requirements for travel reimbursement. SUNY WCC will not pay an honorarium prior to the completion of the relevant event, unless agreed upon in writing by SUNY WCC and the invitee, in line with college procedure.