



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1395**

**POLICY ON HONORARIA**

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When travel is undertaken in fulfillment of duties as a state employee, any honorarium or fee paid to the employee from an outside source should not be for work done during regular hours. The employee may either refuse the honorarium or fee, and obtain approval for the travel, receiving regular compensation, or the employee may request a leave of absence without pay and accept the honorarium or fee.