**Honoraria**

1. Often small amounts of money will be offered to guest speakers for classes to compensate for their time and travel expenses ($50 - $100).
2. Normally it is expected that the honorarium compensates for travel/gas money so no separate travel reimbursement
3. Note that state employees cannot be reimbursed for speaking during work hours on a work-related subject.
4. Requests for honoraria should be approved by the program director and directed to Pam and Julie to process the request.