

1 **PROPOSED CHANGES (SECOND READING DRAFT)**

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3 **5.19 Travel Management**

4 **Part 1. Authority**

5 Minn. Stat. §136F.42, subd. 2 authorizes the Board of Trustees to adopt policies for Minnesota
6 State to approve and administer travel arrangements (other than reimbursement), for
7 employees, and for Minnesota State to provide the same services for system office employees.

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9 **Part 2. Policy Statement**

10 Travelers shall ensure travel expenses are for valid Minnesota State business-related purposes;
11 are in accordance with board policies and system procedures; and are a prudent use of public
12 and Minnesota State funds.

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14 **Part 3. General Responsibilities**

15 The board delegates authority to the chancellor for systemwide travel management. System
16 procedures providing standard processes must be followed to fund authorized travel at state
17 expense when such travel is necessary to conduct official business and to promptly reimburse
18 employees for expenses incurred.

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20 **Part 4. Responsibility and Accountability**

- 21 a. **Employee Travel:** Employees are responsible for complying with Minnesota State
22 colleges and universities travel policies and procedures, employees' respective
23 bargaining agreement or compensation plan, state laws, federal laws, and IRS
24 guidelines, and for accurately completing all required forms for reimbursement of
25 authorized official business travel expenses.
- 26 b. **Student Travel:** Minnesota State students who travel on behalf of the system, college,
27 or university for official business either as students or as a Minnesota State employee, if
28 Minnesota State financially supports their travel, are required to follow this policy. This
29 policy does not apply to students using personal resources to fund their travel.
30 However, if the travel is for Minnesota State purposes, students must adhere to the
31 other relevant policies.
- 32 c. **Non-Employee Travel:** Non-employees who travel on behalf of Minnesota State may be
33 reimbursed for travel-related expenses. Best practice is for Minnesota State to arrange
34 and pay directly for non-employee lodging and airfare. Meals and lodging must be
35 reimbursed as actual expenses, not to exceed the per diem limits in this policy. Receipts
36 are required for all non-employee expenses. Expenses incurred by a spouse or personal
37 guest are not reimbursable expenses, unless the expenses conform to the acceptable
38 conditions outlined in Procedure 5.19.3.
- 39 d. Supervisors or authorized delegated employees are responsible for reviewing and
40 approving all travel requests and expenses submitted by employees and students.

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42 **Related Documents:**

- 43 • **Board Policy 5.20** Expense Allowances for Chancellor and Presidents
- 44 • **Board Policy 7.1** Finance and Administrative Authority of Board, Chancellor and
45 Presidents
- 46 • **System Procedure 5.19.3** Travel Management

- 47 • **System Procedure 5.20.1** Special Expenses and Chancellor/Presidential Expense
- 48 Allowances
- 49 • **System Guideline 5.19.3.1** Driver's License Record Check
- 50 • **Consent Form** - Vehicle Use Agreement and Consent to Obtain Driving Record(s)
- 51 • **Minnesota State Finance Division**
- 52

53 To view any of the following related statutes, go to the **Revisor's Office website**. You can conduct
54 a search from this site by typing in the statute number.

- 56 • Minn. Stat. Ch. 10A.071 Certain Gifts by Lobbyists and Principals Prohibited
- 57 • Minn. Stat. Ch. 15.435 Airline Travel Credit
- 58 • Minn. Stat. Ch. 43A.38 Code of Ethics for Employees in the Executive Branch
- 59 • Minn. Stat. Ch. 136F.42 Subd. 2, Personnel Management, Travel Policies
- 60

61 **Policy History**

62 *Date of Adoption: 06/21/00,*

63 *Date of Implementation: 06/21/00,*

64 *Date of Last Review:*

65 *Date and Subject of Amendments:*

66 *Xx/xx/xx – {add summary}*

67 *12/16/14 - Policy 5.19 went through a periodic review. No substantive changes were made.*

68 *11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term*
69 *"Office of the Chancellor" to "system office," and to make necessary related grammatical*
70 *changes.*

71 *10/5/09 - Policy reviewed, no content amendments recommended.*

72 *06/18/03 - changes "system office" to "office of the chancellor", changes "MnSCU" to "Minnesota*
73 *State Colleges and Universities", deletes outdated web page addresses*

74 *06/21/00 - Contains language formerly in Board policy 5.7;*
