



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Finance and Facilities Committee

DATE: June 18, 2024

TITLE: Proposed Amendment to Board Policy 5.19 Travel Management (Second Reading)

Action

Review and Discussion

This item is required by policy

PRESENTERS

Bill Maki, Vice Chancellor for Finance and Facilities

Tim Anderson, System Director for Procurement and Contract Management

PURPOSE

Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6. Board Policies and System Procedures requires board review and approval of proposed board policy changes and that each board policy is reviewed at least once every five years.

BACKGROUND INFORMATION

After the first reading of this policy at the May 22 Board of Trustees meeting, some additional changes were made to the proposed amendments. These changes include:

- Added Part 2: Policy Statement
- Broke out Part 4. Responsibility and Accountability into three subsections for Employee Travel, Student Travel, and Non-Employee Travel. This is in alignment with other higher education policies.

The remaining proposed amendments consist mostly of technical edits, and the application of new formatting and writing standards. A section pointed to related documents was also added.

RECOMMENDED ACTION (SECOND READING DRAFT)

The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed amendment to Board Policy 5.19 Travel Management.

Date Presented to the Finance and Facilities Committee: 6/18/2024

Date Presented to the Board of Trustees: 6/18/2024

Date of Implementation: 6/18/2024

PROPOSED CHANGES (FIRST READING DRAFT)

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be removed.

5.19 Travel Management

Part 1. Authority.

~~Pursuant to Minnesota Minn. Statutes Stat. §section~~ 136F.42, subd. 2, authorizes the Board of Trustees ~~to may~~ adopt policies for ~~the colleges and universities~~ Minnesota State to approve and administer travel arrangements, ~~(other than reimbursement),~~ for employees ~~and students on-campus,~~ and for ~~the system office~~ Minnesota State to provide the same services for system office employees ~~in that office.~~

Part 2. Policy Statement

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

Part 23. General Responsibilities.

The ~~Board of Trustees~~ board delegates authority to the chancellor for systemwide travel management. System procedures providing standard ~~guidelines and~~ processes ~~shall~~ must be followed to fund authorized travel at state expense when such travel is necessary to conduct official business and to promptly reimburse employees for expenses incurred.

Part 34. Responsibility and Accountability.

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

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43 **Related Documents:**

- 44 • **Board Policy 5.20 Expense Allowances for Chancellor and Presidents**
- 45 • **Board Policy 7.1 Finance and Administrative Authority of Board, Chancellor and**
- 46 **Presidents**
- 47 • **System Procedure 5.19.3 Travel Management**
- 48 • **System Procedure 5.20.1 Special Expenses and Chancellor/Presidential Expense**
- 49 **Allowances**
- 50 • **System Guideline 5.19.3.1 Driver's License Record Check**
- 51 • **Consent Form - Vehicle Use Agreement and Consent to Obtain Driving Record(s)**
- 52 • **Minnesota State Finance Division**

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54 To view any of the following related statutes, go to the **Revisor's Office website**. You can conduct

55 a search from this site by typing in the statute number.

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

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63 **Policy History**

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

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

67 *Date of Last Review:*

68 *Date and Subject of ~~Revision~~Amendments:*

69 *Xx/xx/xx – {add summary}*

70 *12/16/14 - Policy 5.19 went through a periodic review. No substantive changes were made.*

71 *11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term*
72 *"Office of the Chancellor" to "system office," and to make necessary related grammatical*
73 *changes.*

74 *10/5/09 - Policy reviewed, no content amendments recommended.*

75 *06/18/03 - changes "system office" to "office of the chancellor", changes "MnSCU" to "Minnesota*
76 *State Colleges and Universities", deletes outdated web page addresses*

77 *06/21/00 - Contains language formerly in Board policy 5.7;*

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