

## PROPOSED CHANGES (FIRST READING DRAFT)

### 5.19 Travel Management

#### Part 1. Authority

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

#### Part 2. General Responsibilities

The board delegates authority to the chancellor for systemwide travel management. System procedures providing standard guidelines and processes 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 3. Responsibility and Accountability

Employees are responsible for complying with Minnesota State Colleges and Universities travel policy and procedures, employees' 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. Employee supervisors or authorized delegated employee are responsible for reviewing and approving all travel requests and expenses submitted by employees.

#### Related Documents:

- [Board Policy 5.20](#) Expense Allowances for Chancellor and Presidents
- [Board Policy 7.1](#) Finance and Administrative Authority of Board, Chancellor and Presidents
- [System Procedure 5.19.3](#) Travel Management
- [System Procedure 5.20.1](#) Special Expenses and Chancellor/Presidential Expense Allowances
- [System Guideline 5.19.3.1](#) Driver's License Record Check
- [Consent Form](#) - Vehicle Use Agreement and Consent to Obtain Driving Record(s)
- [Minnesota State Finance Division](#)

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To view any of the following related statutes, go to the [Revisor's Office website](#). You can conduct a search from this site by typing in the statute number.

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

#### Policy History

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

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

*Date of Last Review:*

*Date and Subject of Amendments:*

*Xx/xx/xx – (add summary)*

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

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

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

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

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