



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Finance and Facilities Committee

DATE: May 22, 2024

TITLE: Proposed Amendment to Board Policy 5.19 Travel Management (First 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

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 (FIRST 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: 5/22/2024

Date Presented to the Board of Trustees:

First reading – no action taken.

Date of Implementation:

TBD

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 Minn.esota Stat.utes-section§ 136F.42, subd. 2, the Board of Trustees may adopt policies for Minnesota State ~~the colleges and universities~~ 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 of Trustees~~ delegates authority to the chancellor for systemwide travel management. System procedures providing standard guidelines and processes ~~must~~shall 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.

~~The employee is~~Employees are responsible for complying with Minnesota State Colleges and Universities travel policy 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. ~~The~~Employee's supervisors or authorized delegated employee is-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

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.esota Stat.ute Ch.apter 10A.071, Certain Gifts by Lobbyists and Principals Prohibited
- Minn.esota Stat.ute Ch.apter 15.435, Airline Travel Credit
- Minn.esota Stat.ute Ch.apter 43A.38, Code of Ethics for Employees in the Executive Branch
- Minn.esota Stat.ute Ch.apter 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/Revision:

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;