



Board Policy 5.19 Travel Management

Part 1. Authority

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

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 3. General Responsibilities

The board delegates authority to the chancellor for systemwide travel management. System procedures providing standard 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 4. Responsibility and Accountability

- a. **Employee Travel:** Employees are responsible for complying with Minnesota State colleges and universities travel policies 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.
- 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.
- d. Supervisors or authorized delegated employees are responsible for reviewing and approving all travel requests and expenses submitted by employees and students.

Date of Adoption: 06/21/00
Date of Implementation: 06/21/00
Date of Last Review: 06/18/24

Date and Subject of Amendments:

06/18/24 – Full review. 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. Technical edits, new formatting and writing standards applied throughout.

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

Additional History.

Date and Subject of Amendments:

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;

No additional HISTORY.