



Minnesota State Colleges and Universities Board Policies Chapter 5 – Administration

5.19 Travel Management

Part 1. Authority. Pursuant to *Minnesota Statute 136F.42*, Subd. 2, the Board of Trustees may adopt policies for the colleges and universities to approve and administer travel arrangements, other than reimbursement, for employees and students on campus, and for the office of the chancellor 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 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 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 supervisor is responsible for reviewing and approving all travel requests and expenses.

Date of Implementation: 06/21/00

Date of Adoption: 06/21/00

Date and Subject of Revision:

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“system office” to “office of the chancellor”, changes “MnSCU” to “Minnesota State Colleges and Universities”, deletes outdated web page addresses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;