



Minnesota State Colleges and Universities  
Board Policies  
Chapter 5 – Administration

### 5.19 Travel Management

**Part 1. Authority.** Pursuant to Minnesota Statutes section 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 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 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.

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

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

*Date and Subject of Revision:*

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"system office" to "office of the chancellor", changes "MnSCU" to "Minnesota State Colleges and Universities", deletes outdated web page addresses*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