

# Employee Travel Expense Policies & Procedures

Any questions regarding business expense policy and procedure,  
please contact:

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# Introduction

- Procedure for requesting reassignment for In-State or Out-of-State Travel
- Procedure for requesting a Travel Advance
- Employee Expense Report – Policy
- Employee Expense Report – Procedure
- Special Expenses

# Requesting Approval For Reassignment

- Advanced written approval for in-state travel must be obtained prior to the travel date. (Request for Permission to be Absent from Regular Duty form; Conference Agenda required.) Reassignment not required for inter-campus travel.
- Verbal approval may be obtained in emergency situations.
- All Out-of-State travel requires advanced written approval by the President. (Must attach Conference Agenda to Out-of-State Travel Authorization form to assist in approval decision.) Out-of-State approval not required for travel to Grand Forks or Fargo, ND.

# Travel Advances

- A Travel Advance must be requested a minimum of 14 days before the travel occurs.
- All travel advances will be included in the employee's pay check.
- Employees may have one outstanding advance per position.
- Within five working days after the last day of travel, the employee shall submit, to their supervisor, the final expenses with all original receipts attached to their Employee Expense Report.
- Advances not settled within 28 days of return date will be deducted in their entirety from the employee's pay check.

# Employee Expense Report - Policy

- Any benefits issued by lodging facilities, airlines, or other enterprises that are received from the result of traveling at state expense, may not be used for personal benefits. (i.e. frequent flyer mileage, free night lodging, etc.)
- Employees who incur minimal costs in any month may delay filing an Employee Expense Report until the accumulated expenses exceed \$50. However, the Internal Revenue Service (IRS) requires employee business expenses to be submitted for reimbursement within 60 days after the expense is incurred. If not submitted within 60 days, the reimbursement becomes taxable for federal, state, FICA and Medicare; and withholding tax must be taken.
- All Expense items billed directly to the agency must be noted on the Expense Report indicating the name of the travel agent, lodging facility, or other vendor that will be receiving the payment.
- **ORIGINAL** receipts are required for all expenses except meals, baggage handling, parking meters, and pay telephones. All forms of cancelled checks and copies of credit card bills **cannot** be substituted for original receipts.
- Employee may file an affidavit in lieu of receipt if the amount is reasonable when the original receipt is lost. (Original receipt lost must be noted on the Employee Expense Report.)

# Travel Policy - Meals

- **Breakfast:** May claim only if employee was required to leave home for travel status assignment **BEFORE** 6:00 a.m. or to be away from home overnight.
- **Lunch:** May claim if employee is in travel status and is performing required work more than thirty-five (35) miles from their temporary or permanent work station and the work assignment extends over the normal noon meal period.
- **Dinner:** May claim if state business caused employee to return home from travel status **AFTER** 7:00 p.m. or to be away from home overnight.
- Employee is **not eligible** for additional reimbursement for a meal which was included in the cost of commercial transportation, conference registration fee, or hotel lodging.
- A conference agenda must be attached to each Employee Expense Report that is submitted which includes conference-related meal reimbursement.

# Travel Policy - Mileage

- Trip and local miles must be listed separately by day on the Employee Expense Report. ***NOTE: The standard mileage between the EGF & TRF campuses is 52 miles one way or 104 miles round trip.***
- Employee will be reimbursed mileage at the “higher rate” if a state vehicle was not available.
- Employee will be reimbursed mileage at the “lower rate” if a state vehicle was available and declined by the employee.
- Please refer to the Business Expense Reimbursement Allowances Matrix for current mileage rates.

# Travel Policy - Lodging

- Employee should always stay at a facility that is reasonably priced.
- Employee must submit the **ORIGINAL** lodging receipts that show the detail of charges in order to obtain reimbursement. (Credit Card billings and cancelled checks are **not** acceptable receipts.)
- Employee can only be reimbursed for the single-room rate unless room is occupied by multiple state employees.
- If the lodging is direct billed to the agency, the only charge to be billed is the room charge. Other miscellaneous charges (meals, telephone, etc.) must be paid by the employee at the lodging facility and later claimed on the Employee Expense Report.

# Employee Expense Report – Procedures

(All items listed below are **mandatory** to complete)

- **Cost Center** (*Indicate in the upper right hand corner, which cost center (budget code) the expenses listed will be funded from*)
- **Check box indicating In-State or Out-of-State**
  - \*Must be completed on separate forms*
  - \*Out-of-State Travel Approval form must accompany Out-of-State Expense Reports*
- **Reason for Travel/Advance**
- **Employee Name**
- **Home Address**
- **Employee ID** – *Contact Human Resources if you are unsure of your State Employee ID #.*
- **Trip Dates - Start/End**
- **Permanent Work Station - (TRF or EGF)**
- **Agency (MnSCU – NCTC)**
- **Job Title** (*State Classification – Acct Clerk, MSCF, etc.*)
- **Bargaining Unit**
- **Itinerary** – *Listing all Departure times and arrival times for all locations-required for meal reimbursement.*
- **Employee Signature**
- **Supervisor Signature**
- **RECEIPTS** – *ORIGINAL receipts are required for ALL expenses except: Meals, baggage handling, parking meters, and pay phones. Copies of credit card bills cannot be substituted for original receipts.*

# Employee Business Expense Policy – Special Expenses

- Employees must obtain approval of special expense items **BEFORE** incurring such expenses or the payment request will be denied. (Special Expense Approval Form is required.)
- In emergency situations, a statement must accompany the request explaining why approval could not be obtained beforehand.
- Special Expenses may include reasonable costs for the following:
  - Registration/Conf. fees in excess of \$500 per participant.
  - Refreshments for department sponsored meetings, conferences or workshops where the majority of participants are not state employees.
  - Full cost of meal when it is a part of the structured agenda of a conference or meeting which the appointing authority has authorized the employee to attend.