

Northland Community & Technical College

Special Expense Approval/Authorization

Name(s) of Employee(s) Requesting Approval: _____

If special expense request is for food and/or refreshments at a meeting, attach list of attendees/invitees and tentative agenda. Copy of final agenda and list of attendees must be submitted with invoice.

Approval is requested for the following ("x" all that apply):

- Meal which exceeds maximum allowed per bargaining agreement
- Meal for individual within work area attending meeting or conference
- Meal and/or refreshments (coffee, tea, or soft drinks) for group at meeting or conference
- Conference and registration fee in excess of \$1,000

Name of event and sponsor of event (attach copy of agenda): _____

Location of event: _____ Date(s) of event: _____

- Lodging within work area
- International Travel
- Other special expense (specify description, quantity, unit cost, total)

Total Estimated Cost: _____

Cost Center(s): _____

Justification: Explain in detail why this special expense is in best interest of MnSCU.

Requester Signature

Date

Supervisor Signature

Date