

INSTRUCTIONS

TRAVEL ADVANCE REQUEST AND/OR PRIOR APPROVAL FOR OUT-OF-STATE TRAVEL AND/OR TO INCUR SPECIAL EXPENSES

MINNESOTA STATE UNIVERSITY, MANKATO

Out-of-State Travel – Professional Development for MSUAASF members, excluded, and classified employees excluding IFO (209) and Administrative Out-of-State Travel for all employees shall be pre-approved before cash travel advances or reimbursements are made. Such advances and reimbursements must be within allocations for professional development and administrative travel established for central administrative officers. All funding sources are affected including M & E, M & E self-sustaining, student activity, residence hall, grants, etc. **Special Expenses** for all bargaining units are expenses incurred in connection with assigned official duties of a State employee which do not qualify for reimbursement through the regular expense regulations.

TYPES(S) OF REQUESTS

- Check (A) when requesting a cash travel advance.
- Check (B) when requesting approval to fund out-of-state travel.
- Check (C) when requesting approval to fund international travel.
- Check (D) when anticipating Special Expenses that are not consistent with the regular state rules and regulation.

TRIP DOCUMENTATION

Regardless of the type of request – **Travel Advance**, **Out-of-State** approval, or **Special Expense** approval, please complete all blocks, and list all estimated costs on lines 1 through 8. Explanations have been provided for some of the entries. If you are requesting a **Travel Advance**, please submit your request to the Office of Business Affairs at least 14 business days prior to the date your check is needed. Your advance and settlement, upon return, will be processed through the SEMA4 payroll system.

Line 4. Registration fees – Prior approval is required when registration fees for conferences are over \$500. This form needs to be submitted even though an MSU purchase order is being used to pay the registration fee.

Line 5. Mode(s) of Transportation –

A) Airfare - reference PO# and cost of airline ticket.

B) Prior approval is required when renting a car. A written justification stating why you are renting a car rather than using public transportation is required. Taxi service and car mileage may be advanced.

Airfare/Frequent Flyer Miles – *"State employees and other officials using State funds traveling on State business and using commercial airlines cannot claim frequent flyer mileage as their own. Employees must certify that they have not claimed frequent flyer mileage for personal use when they apply for travel reimbursement. Any benefits received belong to the State."*

Line 7. Meals – Employees may be reimbursed for the actual cost of a meal regardless of assigned work area provided the meal is on the agenda of a conference, workshop, seminar or meeting; the event requires the employee's attendance and attendance has been approved through the prior approval process. Meals which exceed the maximum rates allowable under state rules or bargaining agreements and meals within the work area are both treated as special expenses.

FUNDING SOURCE(S) AND AUTHORIZATION

Line 9. When *Professional Development Contract Funds* are being requested, enter the cost center being charged on line 9.

Line 10. When *Administrative Travel Funds* are being requested, enter the cost center being charged on line 10.

Line 11. When *Other Funds: (i.e. Faculty Improvement Grants, Professional Improvement Funds, Research Grants, Foundation, and Activity, etc.)* are being requested, enter the cost center being charged on line 11.

Please record the SEMA4 Employee Expense Report # that will be used to file your reimbursement claim in the area provided on the top right corner of the trip documentation.

Approval for out-of-state travel and/or to incur special expenses must be obtained in advance. The request must contain sufficient detail to justify the expenditure of funds under the travel regulations and special expense rules. Requests for approval after the fact may be approved but must be accompanied by a statement indicating why prior approval was not obtained.

The Department Chair/Unit Director/Supervisor and the College/Division Head are the individuals responsible for the cost center(s) listed on lines 9 through 11. Their signatures are needed to commit funds under their authorization to pay travel related expenses. These individuals will be held responsible for the necessity of the trip to the University and the availability of funds to pay the travel related expenses.

ROUTING OF FORM

The individual traveling will sign and date the form. Depending on their position, they will submit the completed form to their Department Chair/Unit Director/Supervisor for approval. The form is then submitted to the College/Division Head for final approval. A photocopy of the form will be returned to the employee by the College/Division Head and the original will be routed to the Office of Business Affairs Travel Clerk for processing.