

MINNESOTA STATE UNIVERSITY, MANKATO BUDGET ISSUES

OUT OF STATE TRAVEL

Effective as of 2/24/03

Non contractual administrative and programmatic travel must be reviewed and approved by the divisional vice president. Although there are out-of-state trips that may be necessary for the effective continuation of administrative and programmatic activities, it is expected that trips will be kept to a minimum.

Before any trip is approved, the traveling individual and the divisional vice president will document the reason for travel, the expected outcomes from the trip, and how they relate to specific unit or divisional goals and objectives.

At year end there will be a review and final report outlining:

- The benefits of each approved trip.
- What changes/improvements were made within the unit or division as a result of the individual traveling/attending a professional development workshop/programmatic conference or meeting.