MINNESOTA STATE UNIVERSITY, MANKATO
BUDGET ISSUES

OUT-OF-STATE-TRAVEL

Non contractual administrative and programmatic out-of-state 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.

** This procedure is effective February 24, 2003. Any travel arrangements involving tickets that were obtained prior to February 24, 2003 should proceed even though the travel might take place from now through June 30, 2003.**