

Minnesota State Colleges & Universities
Special Expense Approval/Authorization
Prior Approval Required – All Funding Sources

The following expenses are covered where the benefits of the employee's attendance or participation will accrue primarily to the state:

1. Full cost of a meal when it is part of the structured agenda of a conference, workshop, seminar or meeting which the chancellor has authorized the employee to attend, whether or not the employee is in travel status.
2. Meals and related expenses, or non-alcoholic refreshments and food served when conducting business with clients; members of boards, commissions, task forces or workgroups; foreign, federal, state or local government officials and/or employees.
3. Registration and tuition fees for conferences, seminars, workshops or education courses. Education courses provided through a tuition waiver are not special expenses. Prior approval is required only if the cost exceeds \$1,000.00 per participant.
4. Non-alcoholic refreshments and food for system-, board-, college- or university-sponsored meetings, receptions for speakers, performers and commencements; conferences; workshops; and other similar system-, board-, college- or university-sponsored meetings or activities that have predominantly non-state employees.
5. Non-alcoholic refreshments, food and other conference costs for system-, board-, college- or university-sponsored events where registration fees are charged and the majority of the participants are non-state employees.
6. Non-alcoholic beverages and food for meetings that consist primarily of state employees when the non-alcoholic refreshments and food are an integral part of the event and are necessary to sustain the flow of the meeting and to retain captive audience and meet one of the following criteria:
 - a) A meeting with participants from many geographic locations where the majority of the participants are in travel status;
 - b) A department-wide or division-wide annual/quarter/semester meeting for all employees;
 - c) A department or division senior management planning or organizational meeting;
 - d) A department, division, system or Office of the Chancellor-wide meeting regarding a topic(s) with department-, division-, system- or Office of the Chancellor-wide impact;
 - e) A structured training session, available to employees generally and conducted by persons outside the Minnesota State Colleges & Universities system, provided it has been approved by the Office of the Chancellor.
7. Non-alcoholic beverages and food may be provided during official meetings or other functions of the Board of Trustees.
8. Lodging if an employee is not in travel status:
 - a) When weather conditions or other unforeseen occurrences warrant lodging;
 - b) When Office of the Chancellor business or contract negotiations prevent the employee from returning home; or
 - c) When the Chancellor authorized overnight participation in an approved event. Authorization should be based on the benefit of such participation to the Minnesota State Colleges & Universities.
9. Expense reimbursement for lodging, travel and meals for one attendant for an employee with a disability that requires daily assistance in performance various personal tasks or who has special mobility needs.
10. Expenses as follows for employees assigned to work at the State Fair:
 - a) Fees and admissions to the fairgrounds;
 - b) One meal during each shift of fewer than ten hours or two meals during each shift of ten hours or more, subject to the meal allowances for in-state travel collective bargaining agreements or compensation plans;
 - c) Taxi fare for employees with a disability who are unable to drive or use other means of public transportation between their normal work station and the fairgrounds.
11. Expenses as follows for individual employee or Board member awards and System and Board recognition events:
 - a) Awards for individual or group achievements, which are limited to non-cash/non-negotiable items of nominal value as provided for under IRS guidelines. Items of nominal value are those that have no market value or retail value such as promotional or advertising items;
 - b) Up to 100% food and non-alcoholic refreshment reimbursement for employees being recognized at annual employee recognition events. Reimbursement for travel in accordance with System Procedure 5.19.3. Reimbursement for alcoholic beverages is prohibited.

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www.mnscu.edu/board/procedure/520p1.html. **Special expense payments may be made only if a “Special Expense**

explaining why the request was not provided in a timely manner.

Expenses Not Covered: Refreshments or meals for routine staff meetings; private club memberships; alcoholic beverages;

Employee Name or Group:		Phone #:		Date of Request:	
Approval is requested for the following events: (check all that apply)					
<input type="checkbox"/>	1. Full cost of a meal for employees at a conference, workshop, seminar or meeting, etc.	<input type="checkbox"/>	7. Food/refreshments for Board of Trustees/President meetings or functions.	<input type="checkbox"/>	
<input type="checkbox"/>	2. Food/refreshments for business with citizens, board members, etc.	<input type="checkbox"/>	8. Lodging if employee is in non-travel status.	<input type="checkbox"/>	
<input type="checkbox"/>	3. Registration fees for conferences, seminars, workshops, etc. over \$1,000.00	<input type="checkbox"/>	9. Expenses for employee's attendant.	<input type="checkbox"/>	
<input type="checkbox"/>	4. Non-alcoholic refreshments/food for events with non-state employees	<input type="checkbox"/>	10. State Fair expenses.	<input type="checkbox"/>	
<input type="checkbox"/>	5. Non-alcoholic refreshments/ food where registration fees are charged	<input type="checkbox"/>	11. Employee awards/recognition events.	<input type="checkbox"/>	
<input type="checkbox"/>	6. Food/refreshments for meetings consisting primarily of state employees.	<input type="checkbox"/>		<input type="checkbox"/>	
Meeting Name and Event Location:			Date(s) and time(s) of event:		
LODGING	\$ _____ x _____	# of nights	x	_____	= \$ _____
	Per night per person			# of people	
MEALS	\$ _____ x _____	# of days	x	_____	= \$ _____
	Per day per person			# of people	
REGISTRATION FEE	\$ _____ x _____			_____	= \$ _____
	Per person			Number of people	
**MEETING MEAL EXPENSE	\$ _____ x _____			_____	= \$ _____
	Per person			Number of people	
OTHER (specify)	\$ _____			_____	= \$ _____
TOTAL ESTIMATED COST					= \$ _____
**List the anticipated number of attendees from the following groups (attach names/attendees separately) :					
System Office employees _____		State employees _____		Non-state employees _____	
Explain the business purpose and how it furthers the mission of your unit/department.					
Department Approvals:					
I certify I have read the MnSCU Board Procedure 5.20.1 regarding special expenses and confirm the above expenses comply with this policy.				<div>Approved</div> <div>Not Approved because:</div>	
Requestor Name (print)	Signature	Phone	Date		
Unit Approval (print)	Signature	Phone	Date		
Business Office Approval (print)	Signature	Phone	Date		