

Policy #: 412
Title: EXPENSE REIMBURSEMENT
Date of Initial Approval: 03-24-2016
Revision/Re-authorization Dates: 06-29-2017
Reviewers: MSA Superintendent; MSA Business Office

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement. The Minnesota State Academies (MSA) is a State agency and is part of the executive branch of government in Minnesota. MSA follows the Employee Business/Travel Expense Policy PAY0021 set forth by Minnesota Management and Budget. (See Appendix 412-A or [http://www.sema4.state.mn.us/htmldoc/eng/webhelp/Employee Business Travel Expenses - Operating Policy and Procedure1.htm](http://www.sema4.state.mn.us/htmldoc/eng/webhelp/Employee_Business_Travel_Expenses_-_Operating_Policy_and_Procedure1.htm))

II. MSA-Specific Procedures

The Minnesota State Academies may establish specific procedures for paperwork and filing so employees can easily comply with this policy. Employees should refer to Procedure #2106 – Employee Expense Reimbursement for additional information.

References:

- [PAY0020 - Travel Advances - Operating Policy and Procedure](#)
- [PAY0049 - Self Service Business Expenses - Operating Policy and Procedure](#)
- M.S. 43A.38, Subd. 2
- M.S. 15.435
- All Minnesota Statutes are available from The Office of the Revisor of Statutes. <https://www.revisor.mn.gov/statutes/>
- Department of Treasury, Internal Revenue Service, Publication 15 (Circular E), Employer’s Tax Guide
- Minnesota Management & Budget Administrative Procedure 4.4, Special Expenses

Appendixes:

Appendix 412-A

Procedures:

Procedure #2106