



Employee Business/Travel Expenses Operating Policy and Procedure

Objective:

- A. To fund authorized employee business/travel expenses when such expenses are necessary to conduct state business, and to promptly reimburse employees for allowable expenses incurred. For travel advances, see [PAY0020, Travel Advances](#) and for relocation expense reimbursement, see [PAY0022, Employee Relocation Expenses](#).
- B. To ensure that state business/travel expenses are in compliance with travel expense policies and procedures of Minnesota Management & Budget, the Department of Administration and with applicable collective bargaining agreements, compensation plans, or state statutes.

This policy applies to all [executive branch employees](#) regardless of the source of funds from which the reimbursement is made.

Minnesota Management & Budget strongly encourages the use of state purchasing cards approved by the Department of Administration, Materials Management Division, for certain employee business/travel expenses. Employees who use state purchasing card must follow the Department of Administration's Purchasing Card Use Policy and all applicable collective bargaining agreements/compensation plans.

The following types of business/travel expenses may **not** be charged on a state purchasing card:

- Meals
- Personal phone calls
- Internet connection fees unless associated with a state issued mobile device, or hotel stay
- Fuel purchases
- Cash advances
- Relocation expenses



The employee's applicable collective bargaining agreement or compensation plan defines the parameters under which an employee may be advanced funds or reimbursed for travel.

Employees can obtain employee travel expense forms in Self Service. The forms are also available on the [Minnesota Management & Budget Web site](#). If you are unable to obtain the forms on the Web, fax a request to (651) 296-8325. Employees in departments that are approved for Self

Service business expenses can enter expenses and advance requests online.



Agencies may impose greater control than required by this policy/procedure, but never less. All travel policy and procedures must comply with the requirements of the IRS, MN Statutes, policies and procedures of Minnesota Management & Budget and Department of Administration, and applicable collective bargaining agreements and compensation plans.

Policies:

[Benefits Derived from Travel](#)

[Combined Business and Personal Travel](#)

[Employee Expense Report](#)

[Meals and Lodging](#)

[Mileage](#)

[Miscellaneous Expenses](#)

[Selecting a Mode of Transportation](#)

[Special Expenses](#)

[Timing of Travel Expense Payments](#)

[Travel Expense Approval Required in Advance](#)

[Travel Expense Receipts](#)

[Travel Expense Reimbursement Responsibilities](#)

Procedures:

[Employee Tuition Reimbursement](#)

[Special Expenses](#)

[Travel Expense Reimbursement](#)

Forms:

[FI-00529 SEMA4 Employee Expense Report](#) - This form is not used if employees are using Self Service business expenses.

[FI-00152 Authorization for Travel](#)

[PE-00668 Request for Approval of Special Expenses](#)

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

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