Transfer Pathways: Travel Expense Reimbursement

Reimbursement for faculty and staff
The Minnesota State system office will reimburse travel expenses for faculty and staff who are members of the Transfer Pathways Teams and Coordinating Team. Administrators are typically reimbursed by their campuses, and students by their state associations.

What rules govern travel reimbursement?
All Minnesota State Colleges and Universities travel is governed by Minnesota statute, Minnesota State Board policy 5.19, system procedure, specific campus policies and procedures, and bargaining agreement terms. Employees are are responsible to ensure that travel expenses are for valid Minnesota State business purposes; are in accordance with relevant policies and procedures; and make maximum use of the state’s financial resources.

What expenses are reimbursed?
The system office will reimburse all necessary travel expenses. Usually these are mileage (or, for a campus vehicle, fuel costs) and parking. Occasionally, expenses may include lodging, if required to avoid potentially unsafe early or late-in-the-day travel. Always request a government rate from hotels.

Use of personal vehicles and campus cars
Per the policies and procedures above, both options are available, but if a traveler elects to use a personal vehicle when a campus car is available, mileage reimbursement will be at the lower rate allowed in the reimbursement allowance charts. If your campus does not provide state cars to employees, please indicate that on the form.

Campuses may bill the system office (Margie.Takash@so.mnscu.edu) for the fuel costs related to use of campus vehicles.

Reimbursement process
An individual should follow these steps for reimbursement. You may include more than one trip in a single reimbursement form, but should submit forms within 45 days of travel. Per the IRS, expenses processed more than 60 days after a trip require both the individual and the system to pay taxes.

1. Complete the state’s expense reimbursement form to claim mileage expenses, using the applicable reimbursement allowance chart. The form requires your signature, but not your supervisor’s signature. The supervisor in the system office responsible for the travel cost center will sign on that line.

2. The campus staff reimbursement form must be filled out and signed. If the the amount of the reimbursement request exceeds $100, the campus business office must also must approve and sign the campus staff reimbursement form.

3. Send completed and signed form(s) to Margie Takash at the address below (either by mail, or via your TPCT liaison). At this time, we can only process forms with original signatures. The completed form will be processed for reimbursement as soon as it is received in St. Paul.