

METROPOLITAN STATE UNIVERSITY REGULATIONS



Faculty Travel/Professional Improvement Grants

Administrative Affairs Procedure #450

Section 1. Procedure

The cost of such activity must be encumbered prior to its occurrence by submitting an estimated cost of the upon an Internal Requisition Form (1400 SL-10130-02) and other forms as appropriate, i.e. Out-State Travel Authorization, Request to Incur Special Expenses. When faculty out-state travel funds and professional improvement grants are combined for a single trip, all expenses should be included on one Employee Expense Report (FI-00010-02) regardless of the amount of reimbursable travel or grant funds allocated. Purchases of goods and services, i.e. books, subscriptions and supplies, from a vendor must be requisitioned through the Purchasing Department and are not directly reimbursable to the faculty member.

All travel allowance policies apply to expenses defined by contract. This includes automobile mileage, meal charges, and other allowable expenses. See current union contracts for rates. Original receipts must be attached to expense reports. Copies, cancelled checks and charge account slips are NOT acceptable.

Section 2. Authority

This procedure is issued pursuant to the authority granted under Minnesota Statute Section 16A.15, Subdivision 3, Executive Order 91-2, Department of Employee Relations Administrative Procedure 4.4, and collective bargaining agreements.

Section 3. Effective Date

This shall become effective upon signature by the Vice President of Administration and Finance, and remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this procedure is assigned to the Vice President, Administration and Finance.

Section 5. Objective

To provide an orderly process for the payment of faculty professional improvement grant, and contract mandated out-of-state travel funds.

Section 6. Implementation

Necessary forms: Internal Requisition - 1400 SL-10130-02

Out-State Travel Authorization - SL-10331-01
 Request to Incur Special Expenses - FI-00023-03
 Employee Expense Report - FI-00010-02

<u>STEP</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
1.	List faculty eligible for out-state travel allocations and forward to the Office Manager of Academic Affairs	Faculty Association President
2.	List allocations for Professional Improvement Grants and forward to the Office Manager of Academic Affairs	Vice President Academic Affairs
3.	Forward a copy of both lists to the Vice President, Administration and Academic Affairs	Office Manager
4.	Forward Internal Requisition forms estimating expenses, an Out-State Travel Authorization, and, if necessary, a Request to Incur Special Expenses to the Office Manager, Academic Affairs, prior to an obligation being incurred.	Faculty Member
5.	Review and obtain necessary authorizing signatures and forward to Business Office for encumbering	Office Manager Academic Affairs
6.	Complete in full an Employee Expense Report, attach all original receipts and forward to the Office Manager, Academic Affairs	Faculty Member
7.	Review and obtain necessary authorizing signatures and forward to Business Office for payment	Office Manager Academic Affairs
8.	Forward an additional list of recipients to the Office Manager of Academic Affairs and to the Vice President, Administration and Finance forwarded to the Office Manager, Academic Affairs and the Vice President, Administration and Finance, if additional funds become available for either faculty travel and/or professional improvement.	Faculty Association President and/or Vice President, Academic Affairs
9.	Submit a copy of the original Employee Expense Report will be submitted indicating the additional amount due and signed by the Vice President, Academic Affairs. NOTE: A new expense report is required only if the allocation will be used for an additional trip or project	Office Manager Academic Affairs

Section 7. Review

This procedure will be subject to review on an annual basis.

Section 8. Approval

Issued on this 6th day of May, 1994.

W. Gordon Scott, Vice President, Administration and Finance