

741 EMPLOYEE'S ACTIVITY EXPENSES

I. POLICY

Employees of Minnesota State Academies (MSA) will accompany individuals being served by the academies to a variety of community activities and events. Essential expenses incurred by employees necessary in the performance of their duties will be paid for/reimbursed by the MSA program.

The supervisor or designee shall approve an activity expense only when the expense is an authorized and appropriate use of state money, an allowable expense under the reimbursement rules, funds are available within the program's budget and the activity has a programmatic/therapeutic benefit for the individuals. The prior approval must be documented.

Staff expenses paid by the program include:

- A. Admission to approved activities, including movies, fairs, plays, concerts, sporting events, etc. when accompanying MSA Students.
- B. Expenses for employee meals, non-alcoholic beverages, and activities will not exceed the costs incurred for the individual. (Meals may not exceed the appropriate bargaining unit rate)

The following staff expenses **will not** be paid by MSA.

- A. Snacks and beverages at community events such as movies or sporting events.
- B. Desserts/snacks at restaurant when not part of a meal.

II. DEFINITIONS

Support: The resources and individual strategies necessary to promote the development, education, interests, and personal well-being of individuals choosing the Minnesota State Academies.

III. PROCEDURE

- A. The supervisor or designee must approve the use of funds for activities in advance.
- B. The petty cash account may be used to pay for employee/individual's meals and activity expenses (up to \$20.00). Anything over \$20.00 will require employee to request imprest cash check.

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- C. Expenses must be supported with receipts to adequately meet the documentation requirements of the reimbursement rules. In the event that receipts are not available, employee will complete affidavit.
- D. Employee travel reimbursement is done as follows:
 - 1. Reason for travel
 - 2. Employee Name and ID number
 - 3. Agency and site name
 - 4. Job title
 - 5. Bargaining unit
 - 6. Trip dates & times
- E. Employee will submit report to immediate supervisor.
- F. Immediate supervisor will sign and date form, indicating whether or not a state vehicle was available.
- G. Supervisor will submit the form to Fiscal Services.

Note: Regular employee travel reimbursement is not allowed through the use of the Imprest cash fund.

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