

Policy #: <b>741</b>
Title: <b>REIMBURSEMENT OF ACTIVITY EXPENSES</b>
Date of Initial Approval: 11-29-2007
Revision/Re-authorization Dates: 11-16-2010; 03-07-2013; 03-24-2016; 03-28-2019; 02-23-2022
Reviewers: MSA Fiscal Services Director; MSA Superintendent

**I. GENERAL STATEMENT OF POLICY**

Employees of Minnesota State Academies (MSA) accompany students to a variety of community activities and events. Expenses incurred by employees necessary in the performance of their duties will be paid for/reimbursed by MSA.

Supervisors must pre-approve all activity expenses. Supervisors must ensure that the expense is an authorized and appropriate use of state money; an allowable expense under state reimbursement rules; funds are available within the program's budget; and the activity has a programmatic/therapeutic benefit for the student(s). The prior approval must be documented.

Staff expenses that can be reimbursed include:

- A. Admission to approved activities, including movies, fairs, plays, concerts, sporting events, etc. when accompanying MSA students.
- B. Expenses for employee meals and non-alcoholic beverages when accompanying students during activities. Expenses 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 restaurants/stores when not part of a meal.

**II. PROCESS FOR REIMBURSEMENT**

*The supervisor or designee must approve the use of funds for activities in advance.*

- A. The petty cash account may be used to pay for employee/individual's meals and activity expenses under \$25.00 (MSA Policy#743 – Petty Cash). Anything over \$25.00 will require employees to request an imprest fund check (MSA Policy#742 – Imprest Fund).
- B. Expenses must be supported with receipts to adequately meet MSA Fiscal Services requirements or by a completed affidavit for incomplete/missing receipts.

- C. This policy does not cover individual employee expenses and/or travel reimbursements that are covered by regular reimbursement rules under bargaining contracts.

**Cross References:**

*MSA Policy 740 – Special Expenses; Out of State Travel*

*MSA Policy 742 – Imprest Fund*

*MSA Policy 743 – Petty Cash*