

MSA Procedure #4401
Category: Academy Programs
Title: WORK-PERSONAL TRAVEL
Date of Initial Approval: 01-23-2024
Date(s) of Review/Revisions:
Reviewers: MSA Department Heads

I. PURPOSE

This procedure is to establish a clear and consistent procedure to address situations when staff would like to extend their work-related travel to become personal travel/vacation.

II. CRITERIA

For staff that need to travel out of state for approved work-related purposes and would like to combine business and personal travel, the state will reimburse the employee only for expenses incurred that are directly related to the business portion of the trip. Expenses for the personal travel portion of the trip (i.e., meals, lodging, parking, event fees, etc.) are the sole responsibility of the employee.

The reimbursement for transportation to and from the trip destination (including any additional expenses - i.e., parking, cab/ridesharing costs) is limited to the lowest round-trip airfare (based on the number of days the employee would have attended if traveling by air). The difference in airfare and other related expenses will be the employee's responsibility – upon approval, MSA will purchase the flight ticket and the employee will be required to reimburse MSA for the excess costs.

III. PROCESS

If an employee wishes to extend their travel time and use their vacation/compensatory time leave bank to supplement their time away, the employee must first make a leave request to their supervisor for the additional time away.

If approved for time off from work, the employee will contact the Director of Curriculum and Educational Programs to request an adjustment to their work-related travel arrangements.

The employee will be given an estimate of flight costs and, if the flight cost (including personal time) is more than the original flight for work-related travel, the employee is responsible for paying the flight difference.