

Procedure #4400
Category: Personnel (Referring Policy: MSA Policy #412)
Title: <b>EMPLOYEE EXPENSE REIMBURSEMENT</b>
Date of Initial Approval: 03-21- 2017
Revision/Reauthorization Dates:03-31-2026
Reviewers: MSA Superintendent; MSA Business Office

**BASIS**

The Minnesota State Academies may establish specific procedures for paperwork and filing so employees can easily comply with Policy #412 regarding Employee Expense Reimbursement. The Business Office and the MSA superintendent will periodically review this procedure to ensure adherence with Policy #412 and state policies/statutes.

**Internal Travel Procedure**

- A. For regular staff travel to/from locations that they are assigned to work (i.e., interpreting assignments at Faribault Public Schools), the business office shall maintain a file of locations that staff regularly commute to and compute the number of miles assigned for travel to/from those locations. Staff members filing expense reimbursement forms will only need to refer to this file when requesting mileage reimbursement.
- B. For travel to/from locations that are not regularly assigned, staff members should utilize mileage calculated from their MSA location to their assigned work location. Google Maps can be utilized to calculate mileage if actual mileage is not recorded.

*(Note: Employees must request a state vehicle for their travel and will only be reimbursed for mileage if a state vehicle is not available or if their supervisor approves personal vehicle use due to extenuating circumstances. Employees must also obtain pre-approval from their supervisors prior to utilizing personal vehicles for travel).*