



Return form to: Business Services, IL139  
1501 State Street  
Marshall, MN 56258

**REQUEST FOR APPROVAL OF SPECIAL EXPENSES**

1. Name of Requester:		2. Title:		3. Cost Center:							
4. Phone:		5. Date of Request:		6. Requesting Department:							
7. Expenses for which approval is requested (see instructions on page 2) <b>The following requires approval of the President:</b> <input type="checkbox"/> International Travel <b>The following may be approved by the appointing authority or designee:</b> <table style="width:100%; border:none;"> <tr> <td style="width:50%;"><input type="checkbox"/> Meal(s) which exceed maximum state allowance</td> <td style="width:50%;"><input type="checkbox"/> Conference and registration fee(s) in excess of \$1,000</td> </tr> <tr> <td><input type="checkbox"/> Meal(s) within work area</td> <td><input type="checkbox"/> Lodging within work area</td> </tr> <tr> <td><input type="checkbox"/> Refreshments (coffee, tea, or soft drinks)</td> <td><input type="checkbox"/> Other Special Expense (specify)</td> </tr> </table>						<input type="checkbox"/> Meal(s) which exceed maximum state allowance	<input type="checkbox"/> Conference and registration fee(s) in excess of \$1,000	<input type="checkbox"/> Meal(s) within work area	<input type="checkbox"/> Lodging within work area	<input type="checkbox"/> Refreshments (coffee, tea, or soft drinks)	<input type="checkbox"/> Other Special Expense (specify)
<input type="checkbox"/> Meal(s) which exceed maximum state allowance	<input type="checkbox"/> Conference and registration fee(s) in excess of \$1,000										
<input type="checkbox"/> Meal(s) within work area	<input type="checkbox"/> Lodging within work area										
<input type="checkbox"/> Refreshments (coffee, tea, or soft drinks)	<input type="checkbox"/> Other Special Expense (specify)										
8. Full title of the conference, workshop, seminar, meeting or other event:											
9. Event location (title and address of host facility):				10. Date(s) and time(s) of event:							
11. Individuals for whom special expense approval is requested (check all that apply & attach list if more space is needed): <input type="checkbox"/> Requester <input type="checkbox"/> Additional State Employees. List Names and Titles: <input type="checkbox"/> Other participants List names, titles and organizations:											
12. Description of Expense											
					Amount \$ <input style="width: 50px;" type="text"/>						
					\$ <input style="width: 50px;" type="text"/>						
					\$ <input style="width: 50px;" type="text"/>						
TOTAL REQUESTED:					\$ <input style="width: 50px;" type="text"/>						
13. Explain why the State should pay these expenses:											
14. <b>SMSU DEPARTMENT/DEAN/VICE PRESIDENT APPROVAL</b>											
<input type="checkbox"/> Approval for an amount not to exceed: \$ _____ <input type="checkbox"/> Not approved because: _____											
Department Authorization: _____ Date: _____											
Area Dean/VP Authorization: _____ Date: _____											
<b>PRESIDENT APPROVAL (For International Travel)</b>											
<input type="checkbox"/> Approved for an amount not to exceed: \$ _____ <input type="checkbox"/> Not approved because: _____											
Signature: _____ Date: _____											

## Notes and Instructions for Special Expenses

The Special Expense Form must be completed when requesting and/or paying for any international travel, food items, e.g., meals in a large group, refreshments at meetings, etc. The Special Expense Form may also be requested by Business Services for large conference and/or registration fees. The Special Expense Form is to be submitted before the event takes place. The original form must be attached to the expense reimbursement form or requisition in PCS and submitted to Business Services. Receipts required for special expense items are the same as regular expenses.

Special expenses are extraordinary expenses (as described in [Minnesota State System Procedure 5.20.1](#)) incurred in connection with assigned official duties of a State employee where the benefits of the employee's attendance or participation will accrue primarily to the State. Examples are: meals or lodging within a work area, meal costs over maximum reimbursement rates, conference and registration fees, and international travel.

Approval for special expense must be obtained in advance from the department head or designee by submitting this form. It must contain sufficient detail to justify the expenditure of funds under the special expense rules. Submit a single request for all employees of a division attending the same meeting, event or conference. Requests for approval after the fact will not be approved except for emergency situations. In these instances the request must contain a statement indicating why prior approval could not be obtained.

Employees may be reimbursed for the actual cost of a meal regardless of assigned work area provided the meal is on the agenda of a conference, workshop, seminar or meeting; the event requires the employee's attendance; and attendance has been approved through the special expense process. Costs of such meals outside the work area which exceed the maximums allowable under state rules or bargaining agreements and costs of all such meals within the work area are treated as special expenses.

The cost of serving refreshments such as coffee, tea or soft drinks as part of a meeting, conference, or workshop sponsored by the department and where the majority of participants are not state employees should be treated as special expense. However, refreshments are limited to relatively inexpensive beverages. Food items are not included.

Registration fees for conferences that exceed \$1000 per participant require approval as special expenses.

Lodging related to an employee's professional responsibilities should be treated as a special expense when the employee is actively participating in an event directly related to the employee's position and requires his/her presence overnight and if weather conditions or other unforeseen occurrences prevent the employee from returning home.

These instructions are subject to changes as a result of future collective bargaining agreements or Minnesota State policy.

Additional instructions for completing the Special Expense Form:

Line 11: List names, titles, and agencies of other participants. However, if a restaurant or vendor will be paid directly for their expenses, then you may identify other participants by their total number and the name or title of each separate group.

Line 12: Maximum reimbursement rates for meals will govern unless acceptable justification is provided for greater amounts. Itemize each different type of expense separately. For meals identify breakfasts, lunches, dinners (and refreshments) separately.