

Regulation 2-2



Winona State University

Travel Request Procedures

1. **PURPOSE:** To outline in detail the procedure to be used in requesting authority to travel, utilizing university funds and/or vehicles. Specific information may be found in the [Business Office Procedures Manual](#) on the Winona State University (WSU) website.
2. **A TRAVEL REQUEST FORM** will be used by all employees to request authority to travel at state expense when such travel is necessary to conduct state business. The form should be completed by the person requesting travel authorization (employee) and submitted to the department chair or supervisor at least ten (10) working days prior to the requested date of travel. Travel should not begin until the department chair or supervisor has signed the travel request form; the travel office has approved it; and a copy has been returned to the employee. Employee travel may be authorized only if the department chair or supervisor approving the travel reasonably determines that:
 - A. The travel is primarily for the benefit of the state;
 - B. the cost of the travel and absence from work will be offset by benefits accruing to the state, including the professional advancement of the employee.
3. **RESPONSIBILITY FOR STATE CAR:** State-owned vehicles are for official state business use only. Authorized drivers must comply with M.S. 16B.55 and the Departments of Finance and Administration Policies and Procedures regarding use of state vehicles. In case of an accident, refer to the Insurance ID Card in the white envelope titled "Gas Credit and Log Envelope." The insurance ID Card is legal proof of insurance. All damage to WSU vehicle MUST be reported to the Physical Plant Office. Vehicle Reservation Procedures may be found on the website.
4. **TRAVEL REGULATIONS:** State of Minnesota Travel Policy shall be strictly adhered to. Updated travel policies and procedures may be found on the web.
5. **ADVANCES:** In accordance with the Travel Regulations, employees traveling on state business may request advances in accordance with established procedures. Request for advances will be considered only when the cost of the trip will exceed \$150.00. Travel advances must be submitted to the Business Office three (3) weeks prior to date of travel.
6. **SUPPLY OF FORM:** The WSU [Travel Request Form](#) is available on the WSU website.

Regulation 2-2, dated August 18, 1988.

AUTHENTICATED BY:

Regulation 2-2

Judith A. Ramaley
President

Date of Adoption

Authoritative References: Authoritative References:

[MnSCU Policy 1C.2](#), Fraudulent or Other Dishonest Acts

[MnSCU Policy 5.19](#), Travel Management

[MnSCU Procedure 5.19.3](#), Travel Management

[Minnesota Statute 16B.55](#), Use of state vehicles; compensation for use for personal vehicles

President

Initial Date of Adoption: 7/8/85

Dates of Revisions: 8/18/88

LIST OF ATTACHMENTS

[Travel Request Form](#)