Instructions for Completing a Special Expense Form and Special Expense Form (actual form is on page 2 of this document)

The special expense form must be completed when requesting and/or paying for any food items, e.g., meals in a large group, refreshments at meetings, etc. The Special Expense Form may also be requested by the Business Office for large conference and/or registration fees.

The Special Expense Form is to be submitted and approved before the event takes place, along with a completed 1400 form or a travel requisition form.

1. Print or type or name and title
1a. Agency is: MnSCU/Winona State University
2. Your work phone number
3. Date the form is prepared
4. Place an “x” in the appropriate approval box
5. Provide the full name of the event
6. City and host facility of the event
7. Date and time of event
8. Reason for the special expense. “Job related” is acceptable. MnSCU Policy 5.20.1
9. Itemize all costs
10. Provide the entire name of the event sponsor, and provide a total dollar amount for the expenses.
11. List the individuals for whom these special expenses are requested. If the list is long, you may attach an additional sheet.
12. Only need the signature of the individual making the request.

Additional instructions (provided by the Minnesota Finance Department) are on page 2 of the form.
REQUEST FOR APPROVAL TO INCUR SPECIAL EXPENSES

1. Name and Title of Requestor

2. Phone

3. Date this form prepared

4. APPROVAL IS REQUESTED FOR THE FOLLOWING: ("X" all that apply):
   - (a) Meal(s) which exceed maximum state allowance
   - (b) Meal(s) within work area
   - (c) Refreshments (coffee, tea, or soft drinks)
   - (d) Conference and registration fee(s)
   - (e) Lodging within work area
   - (f) Other Special Expense ( Specify):

5. FULL NAME OF CONFERENCE, MEETING, ORGANIZATION, ETC. (No acronyms, initials, etc.)

6. LOCATION OF EVENT (NAME AND ADDRESS OF HOST FACILITY)

7. DATE(S) AND TIME(S) OF EVENT

8. DESCRIBE WHY THE STATE SHOULD PAY THESE EXPENSES:

9. ITEMIZATION OF COSTS:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>$ UNIT COST</th>
<th>$ TOTAL</th>
</tr>
</thead>
</table>

10. NAME OF SPONSOR OR MEETING, CONFERENCE, OR WORK SHOP:

11. FOR WHOM IS APPROVAL OF SPECIAL EXPENSE BEING REQUESTED?
   - a. REQUESTER ONLY ("X")
   - b. OTHER PARTICIPANTS

   STATE EMPLOYEES (List Names and Titles if Other Than Requestor)

12. DEPARTMENT APPROVALS:

<table>
<thead>
<tr>
<th></th>
<th>DATE</th>
</tr>
</thead>
</table>

APPROVED FOR AN AMOUNT NOT TO EXCEED $_________
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Please include only items of Special Expense on this form.</td>
</tr>
<tr>
<td>5</td>
<td>Enter full name of conference, workshop, etc. Do not use acronyms or abbreviations.</td>
</tr>
<tr>
<td>9</td>
<td>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.</td>
</tr>
<tr>
<td>11a</td>
<td><strong>STATE EMPLOYEES (LIST NAMES AND TITLES):</strong> Employees who are within their “work area” must request approval of meals and lodging as Special Expenses. Employees outside their “work area” need no request approval of Either Lodging or meals as Special Expenses unless the meals exceed maximum allowances.</td>
</tr>
<tr>
<td>11b</td>
<td><strong>OTHER PARTICIPANTS:</strong> 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.</td>
</tr>
<tr>
<td>12</td>
<td><strong>DEPARTMENT APPROVALS</strong> will vary upon the agency’s organization. Only one signature, the department head or designee, is required by the Department of Employee Relations.</td>
</tr>
</tbody>
</table>

“Special Expense” is a necessary, extraordinary expense as described in the State rules on Special Expense 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, and conference and registration fees.

1. 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.

2. 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.

3. 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.

4. Registration fees for conferences that exceed $500 per participant require approval as special expenses.

5. Lodging within an employee’s work area should be treated as a special expense when the employee is actively participating in an event directly related to the employee’s position required his/her presence overnight or weather conditions or other unforeseen occurrences prevent the employee from returning home.

6. These instructions are subject to changes which may be required as a result of future collective bargaining agreements or changes in Department of Employee Relations Special Expense rules.

**THE ORIGINAL OF THIS FORM MUST BE ATTACHED TO THE EXPENSE REIMBURSEMENT FORM SUBMITTED TO THE DEPARTMENT OF FINANCE UNLESS OTHER ARRANGEMENTS HAVE BEEN APPROVED BY THE DEPARTMENT OF FINANCE. RECEIPTS REQUIRED FOR SPECIAL EXPENSE ITEMS AND THE SAME REGULAR EXPENSES.**