

## DCTC Policy 5.28 Special Expenses

### Part 1. Policy Statement.

DCTC follows Minnesota State Board Procedure 5.19.2 for special expenses. DCTC may approve special expense requests submitted by employees on the Request for Approval to Incur Special Expenses form, if the expense items are covered by the agency's procedures. Employees must obtain approval of special expense items before incurring such expenses or the payment request will be denied. In emergency situations where prior approval was impossible to obtain, a statement must accompany the request for special expense approval explaining why approval could not be obtained beforehand.

Special expenses are defined under Board Procedure 5.19.2.

**Please refer to the Board Procedure for details as to what is, or is not, a special expense.**

Most frequently, a special expense form is needed for the following:

(The form is available at [intranet.dctc.mnscu.edu](http://intranet.dctc.mnscu.edu))

- a. Refreshments and/or meals for meetings that consist primarily of state employees when the refreshments and/or meals are **an integral part of the event and** are necessary to sustain the flow of the meeting and to retain captive audience and meet the following criteria:
  - Meeting participants from many geographic locations where the majority are in travel status
  - A department-wide annual/quarter/semester staff meeting for employees
  - A department-wide annual/quarter/semester staff meeting of all division/district/regional employees
- b. Registration and tuition for conferences, seminars, or courses, if the cost exceeds \$500 per participant. Approval is needed in advance.
- c. Lodging if an employee is not in travel status (inclement weather conditions; unforeseen circumstances; system, college, or university contract negotiations; or business prevent the employee from returning home).
- d. Expenses for employees assigned to work at the State Fair (fees for admission to the fairgrounds, one meal during each shift of ten hours or less, or two meals for each shift of ten hours or more).
- e. Expenses for recognition events (see Board procedure for details).

Items NOT allowed:

1. **Refreshments or meals for routine staff meetings**
2. Private club memberships
3. Alcoholic beverages
4. Entertainment
5. Employee parties (including holiday parties)

**Part 2. Definitions.** (if any, otherwise remove this section)

At end:

**Related Documents:**

- Minnesota State Procedure 5.19.2
- State & Minnesota State Policies and Procedures
- Federal & State Laws and Regulations

**Responsible Administrator:** <Administrator's Title>

**Policy History:**

Date of Adoption:

Last Revision Date: 06/01/2017

Date most recent policy revisions go into effect: 06/01/2017

**Date and Subject of Revisions:**

06/01/2017 - Updated title and history. Changed MNSCU reference to Minnesota State