

## **Request for Approval to Incur Special Expense form procedures**

### **Request for Approval to Incur Special Expense forms are required for the following:**

- food (over \$100)
- out of state travel
- conference registrations \$500 or over

### **Required signatures are as follows:**

- Food purchases under \$250; signature of requestor and supervisor/dean. As an example, a faculty person would sign the form and then have their dean approve. A non-faculty person would sign and need their supervisor's/dean's signature(s). Note: Neither the VP of Student and Academic Affairs' nor the President's signatures are required on food purchases under \$250, unless they are your direct supervisor.
- Food purchases under \$250 from student activity or agency accounts (local \$) - NO special expense form is required, requested, or wanted.
- Food purchases \$250 over; required for all, and all signatures required - requestor, supervisor/dean, VP, President.
- Out of state travel; requestor, supervisor/dean, VP, President  
Include all anticipated expenses - airfare, registration, lodging, meals
- Conference registrations \$500 or over; requestor, supervisor/dean, VP, President  
Include all anticipated expenses.

Please wait for approvals before submitting requisitions for purchase.

The original approved request must be submitted to Purchasing in the Business Office/West Bldg.

**STATE OF MINNESOTA  
REQUEST FOR APPROVAL OF SPECIAL EXPENSES**

Minnesota Management & Budget  
400 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155

Name of Requestor:		Title:					
Phone:	Date of request:	Requesting agency:					
Expenses for which approval is requested (see Instructions on page 2)							
<p>The following may be approved by the appointing authority or designee:</p> <table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> 1. Full cost of meal that is part of conference, etc.  <input type="checkbox"/> 2. Registration/tuition for conference, seminar, etc.  <input type="checkbox"/> 3. Refreshments for agency meeting where majority are not state employees  <input type="checkbox"/> 4. Refreshments, meals and other costs for agency sponsored conference  <input type="checkbox"/> 5. Refreshments/meals for agency meeting where majority are state employees             </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> 6. Refreshments/meals for meeting of board, council, etc.  <input type="checkbox"/> 7. Lodging for employee not in travel status  <input type="checkbox"/> 8. Expenses for employee's attendant  <input type="checkbox"/> 9. Expenses for State Fair work assignment  <input type="checkbox"/> 10. Employee award/recognition event             </td> </tr> </table> <p>The following require approval of the appointing authority and the Commissioner of Minnesota Management &amp; Budget:</p> <table style="width:100%; border:none;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> 1. International travel  <input type="checkbox"/> 2. Employee award/recognition event beyond those in Provision A 10             </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> 3. Other (describe in space provided on page 2)             </td> </tr> </table>				<input type="checkbox"/> 1. Full cost of meal that is part of conference, etc. <input type="checkbox"/> 2. Registration/tuition for conference, seminar, etc. <input type="checkbox"/> 3. Refreshments for agency meeting where majority are not state employees <input type="checkbox"/> 4. Refreshments, meals and other costs for agency sponsored conference <input type="checkbox"/> 5. Refreshments/meals for agency meeting where majority are state employees	<input type="checkbox"/> 6. Refreshments/meals for meeting of board, council, etc. <input type="checkbox"/> 7. Lodging for employee not in travel status <input type="checkbox"/> 8. Expenses for employee's attendant <input type="checkbox"/> 9. Expenses for State Fair work assignment <input type="checkbox"/> 10. Employee award/recognition event	<input type="checkbox"/> 1. International travel <input type="checkbox"/> 2. Employee award/recognition event beyond those in Provision A 10	<input type="checkbox"/> 3. Other (describe in space provided on page 2)
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Full title of the event sponsor (do not use acronyms or initials):							
Full title of the conference, workshop, seminar, meeting or other event:							
Event location (title and address of host facility):		Date(s) and time(s) of event:					
Individuals for whom special expense approval is requested (check all that apply):							
<input type="checkbox"/> Requestor only <input type="checkbox"/> Additional state employees. List names and titles:		<input type="checkbox"/> Other participants. List names, titles and organizations:					
Description of Expense	Quantity	Unit Cost	Total				
			<b>TOTAL REQUESTED: \$</b>				
Explain why the State should pay these expenses:							
Requestor's Signature: _____ Date: _____ Org # to bill: _____							
<b>AGENCY APPROVAL</b>							
<input type="checkbox"/> Approved for an amount not to exceed: \$		<input type="checkbox"/> Not approved because:					
Signature: _____		Date: _____					
<b>COMMISSIONER OF MINNESOTA MANAGEMENT &amp; BUDGET APPROVAL (if required)</b>							
<input type="checkbox"/> Approved for an amount not to exceed: \$		<input type="checkbox"/> Not approved because:					
Signature: _____		Date: _____					

Use this space to describe "Other" special expenses for which approval is requested:

**INSTRUCTIONS**

Please include only special expense items on this form. It must contain sufficient detail to justify the expenditure of funds under the special expense provisions. For further information, refer to the Department of Minnesota Management & Budget Administrative Procedure 4.4 - Special Expenses.

Submit a single request for all employees of a division and/or Other Participants attending the same meeting, conference, seminar or other event. Attach additional sheets if you need more space to provide the information requested.

FIELD	INSTRUCTIONS
Date of request	Except as provided in Administrative Procedure 4.4, approval must be obtained in advance from the appointing authority or designee (and, where required, the Commissioner of Minnesota Management & Budget). If approval is requested after the fact because of an emergency situation, the request must include an explanation of why prior approval could not be obtained.
Expenses for which approval is requested	<p>Item numbers refer to provisions of the Administrative Procedure - Provision A for expenses approved by the agency head; Provision B for expenses which also require the approval of Minnesota Management &amp; Budget. Refer to Administrative Procedure 4.4 for additional information and limitations on the use of each item.</p> <p>Employees who are not in travel status must request approval of meals and lodging as special expenses. Employees in travel status need not request special expense approval unless meals exceed maximums allowed by the appropriate contract/plan. Maximum reimbursement rates apply unless acceptable justification is provided for greater amounts.</p> <p>Registration/tuition fees are treated as special expenses but <u>prior</u> approval is required only if the cost per participant exceeds \$500.</p> <p>"Refreshments" consist of relatively inexpensive items such as beverages, cookies and rolls and are not to be the equivalent of a meal.</p>
Individuals for whom special expense approval is requested	List names, titles and organizations of Other Participants who will be individually reimbursed. If a restaurant or vendor will be paid directly for their expenses, list just the name of each separate group and the total number of participants from that organization.
Description of Expense	Itemize each different type of expense separately. For meals, list breakfasts, lunches, dinners and refreshments separately.
Agency Approval	<p>Special expenses must be authorized by the appointing authority or a designee to whom approval authority has been formally delegated. Agency procedures may require additional approvals.</p> <p>The appointing authority must sign all requests submitted to the Commissioner of Minnesota Management &amp; Budget for approval.</p>