

1. Employee's Name: \_\_\_\_\_

2. Department/Division: \_\_\_\_\_

3. Purpose of Travel: \_\_\_\_\_  
\_\_\_\_\_

4. Date(s) of Travel: \_\_\_\_\_

5. Destination: \_\_\_\_\_

6. Non-state Entity proposing to provide travel/reimbursement:  
\_\_\_\_\_

For-Profit       Not-For-Profit       Other (Explain): \_\_\_\_\_

7. List all Contracts and their dollar amounts, and the nature of the relationship between the Institution/Division and proposed funding source:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Travel Expenses to be provided/reimbursed by outside source:

Type of Expense	Dollar Value	
_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
_____	_____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Employee Expense  
University Expense  
3rd Party Expense

9. Stipends/honorariums to be paid to employee by outside source:  
\_\_\_\_\_

I verify that acceptance of this travel expense reimbursement does not violate the MnSCU Employee Code of Conduct (MnSCU Board Policy 1C.0.1)  
\*Excerpt from Code of Conduct Policy on page 2.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor/Director/Dean/VP

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Comptroller – Business Office

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources

**Distribution:** Upon completion of approvals, return the original form to employee.

**Employee:** If University expense will be incurred, submit approved form and payment documentation with Travel Authorization (if applicable) to the Business Office.

# MnSCU Board Policy on Code of Conduct and Ethics

This document only includes excerpts from the Code of Conduct and Ethics Policy. The entire MnSCU board policy procedure 1C.0.1 can be found at: <http://www.mnscu.edu/board/procedure/1c0p1.html>.

## Procedure 1C.0.1 Employee Code of Conduct

### Part 3. Employee Ethics.

Subpart A. Conflicts of interest. Employees are obligated to avoid situations that involve a potential conflict of interest with Minnesota State Colleges and Universities. If you have questions regarding these provisions, contact your supervisor or the chief human resources officer. A conflict exists when you:

1. Use your system position to secure an advantage for yourself, your immediate family or an organization with which you are associated that is not available to the general public;
2. Accept employment or a contractual obligation which would affect your independence of judgment in your system job;
3. Perform other work subject to direct or indirect control, review or enforcement by you in your system job;
4. Use state time, facilities, equipment, supplies, badge, uniform, influence of your office, or confidential information for personal gain;
5. Receive payment from non-state sources for work you are expected to do during your regular employment; or
6. Compete with the system for services the system provides.

Subpart B. Compensation, benefits or gifts from other sources. Except as noted below or otherwise provided by law employees are not allowed to accept payment of expenses, gifts, compensation, rewards, or other benefits in connection with their employment from a source other than the state.

3. Travel or meals from another source. An employee may not accept travel or meals or reimbursement related to the employee's work assignment with the college, university or system office from a source other than the state, unless it is:
  - o Approved in advance in writing by the president or chancellor;
  - o For no more than actual expenses incurred; and
  - o Not reimbursed by the state.
4. Consulting work by non-administrative university faculty. It is NOT a violation of the ethics code for non-administrative university faculty to accept remuneration and expense reimbursement from an outside source for outside consulting, employment, or other activities performed on duty days, if such activities are in accordance with Inter Faculty Organization Master Agreement Article 27, Section C.