

## PROPOSED CHANGES (FIRST READING DRAFT)

### 5.20 Special Expenses and Chancellor/Presidential Expense Accounts

#### Part 1. Policy

Expenses incurred in connection with official functions of Minnesota State Colleges and Universities or assigned duties of a Minnesota State employee, but not addressed in other expense regulations, must be consistent with guidance provided in system procedures adopted pursuant to this policy. System procedures must require that each expense be pre-approved or have documentation as to why pre-approval did not happen. System procedures must also require justification stating the benefit each special expense provides to the college, university, or system.

#### Part 2. Chancellor and Presidential Expense Accounts

In addition to other special expenses, an expense account may be established for the chancellor and each of the presidents as listed below. The amounts specified are annual expenditure limits:

- |  |          |
|--|----------|
| • Chancellor                                 | \$20,000 |
| • Universities and multi-campus institutions | \$16,000 |
| • Colleges with a single campus              | \$10,000 |

Expenses of center directors/campus administrators are to be included with the expenses of the president. The expense account must be used for expenses related to the performance of duties and responsibilities for which no other reimbursement is provided. System procedures on allowable expenditures from the account must apply. Each expenditure made from these accounts shall be accounted for, subject to review by the system office and to periodic post-audit.

#### Part 3. Authority

The chancellor is authorized to establish system procedures to implement this policy.

---

#### Related Documents:

- [System Procedure 5.20.1](#) Special Expenses and Chancellor/Presidential Expense Allowances

#### Policy History

*Date of Adoption: 09/20/95,*

*Date of Implementation: 07/01/95,*

*Date of Last Review: 11/16/11*

*Date and Subject of Amendments:*

*Xx/xx/xx – (add summary)*

*11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term*

*"Office of the Chancellor" to "system office," and to make necessary related grammatical changes.*

*10/5/09 - Policy reviewed, no content amendments recommended.*

*06/18/03 - deletes reference to "MnSCU" and changes "system office" to "office of the chancellor".*

*10/18/00 - Relocated from Board approved policy 4.13.*

*12/16/98- Policy 1A.8 was renumbered to 4.13 without any language changes.*