



# WINONA

STATE UNIVERSITY

Administrative Number: 2-2  
Responsible Office: Business Office  
Responsible Officer: Vice President for Finance and Administration

## Policy on: Employee Travel

### Purpose:

The purpose of this policy is to provide guidance for Winona State University (WSU) employees to ensure consistency, integrity, and accountability when using university resources for travel.

### Policy:

WSU Employees must obtain advance approval when traveling for the benefit of and at the expense of the university.

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Definitions:

### Subsequent Procedures:

Employee Travel Procedure 2-2a

Related Documents

- a. MnSCU Policy 1C.2, Fraudulent or Other Dishonest Acts
- b. MnSCU Policy 5.19, Travel Management
- c. MnSCU Procedure 5.19.3, Travel Management
- d. Minnesota Statute 16B.55, Use of State Vehicles; Compensation for Use of Personal Vehicles.

Policy History

**Date of Adoption:** 7/8/1985

**Date of Implementation:** Click or tap to enter a date.

**Date and Subject of Revisions:** 8/18/88

Date and Reason goes Here