

# TRAVEL AND SPECIAL EXPENSE REIMBURSEMENT

## Direct Care and Treatment

### Executive Board

Issue Date: 12/XX/2025      Effective Date: 12/XX/2025      DCT Executive Board Policy Number: 100-1015

#### **POLICY:**

Direct Care and Treatment (DCT) complies with statewide travel and special expense reimbursement policies and procedures of Minnesota Management and Budget (MMB) collective bargaining unit agreements and compensation plans, Minnesota Department of Administration (DOA), DCT policies and procedures, and state law.

Members of the DCT Executive Board may receive reimbursement for expenses in the same manner and amount as authorized in the Commissioner's Plan and state law.

#### **AUTHORITY:**

[Minn. Stat. § 246C.06, subd. 4 \(Executive Board; Membership; Governance\)](#)

[Minn. Stat. § 246C.07, subd. 3\(a\)\(2\) \(Powers and Duties of Executive Board\)](#)

[Commissioner's Plan](#)

[Minnesota Management and Budget \(MMB\) Administrative Procedure 4.4, Special Expenses](#)

DCT Executive Board Bylaws

#### **APPLICABILITY:**

DCT Executive Board Members

#### **PURPOSE:**

To define expenses eligible for reimbursement for the DCT Executive Board. To ensure Executive Board expense reimbursement complies with policies and procedures of MMB and DOA, the Commissioner's Plan, and state law.

#### **DEFINITIONS:**

Meals – items normally considered a full meal, such as box lunches.

Refreshments – items such as rolls, fruit, cookies, coffee, soft drinks, or juice.

Special Expenses – expenses incurred in connection with official, legitimate program functions or assigned duties, which are not payable or reimbursable through regular expense regulations. These expenses are sensitive requiring a higher level of scrutiny to ensure compliance with statewide policy, verifying their necessity while providing quantifiable benefit to DCT and the state.

Travel Status – occurs when an employee is outside the geographic boundaries of their assigned work location on an official work assignment.

#### **PROCEDURES:**

- A. The Executive Board may authorize reimbursement for eligible travel expenses, special expenses, and childcare expenses incurred by Executive Board members in accordance with this policy. Reimbursement request forms must be submitted to the Chief Financial Officer with the signature of the Executive Board Chair or Vice Chair, if acting in the absence of the Executive Board Chair.

B. Travel Expense Reimbursement

1. Executive Board members may receive reimbursement for eligible travel expenses, such as mileage, parking, and transit expenses.
2. At the beginning of the calendar year, the Executive Board may authorize payment of all travel expenses for the that calendar year associated with attendance at the following activities:
  - a) regular, special, and emergency DCT Executive Board meetings;
  - b) DCT Executive Board workgroup meetings;
  - c) attendance before executive or legislative committees or bodies as a representative of the DCT Executive Board; and
  - d) attendance at other meetings open to the public which an Executive Board member attends as a representative of the DCT Executive Board.
3. The Executive Board may also authorize payment of other travel expenses as necessary at Executive Board meetings. Travel expenses requiring explicit Executive Board approval included expenses associated with attendance at the following:
  - a) attendance at conferences, seminars, workshops, or education courses as a representative of the DCT Executive Board; and
  - b) attendance at meetings with outside stakeholders as a representative of the DCT Executive Board.
4. Eligible mileage reimbursement shall be in the same manner and amount as authorized by the Commissioner's Plan, available at [Commissioner's Plan](#).

C. Special Expenses Reimbursement

1. The Executive Board may authorize reimbursement for special expenses at Executive Board meetings. Except in emergency situations, authorization is required before any special expense is incurred and before commitments involving special expenses are made, in compliance with MMB Administrative Procedure 4.4.
2. Executive Board members may receive reimbursement for only the following special expenses:
  - a) registration and tuition fees for conferences, seminars, workshops, or education courses.
  - b) full cost of a meal when part of the structured agenda of a conference, workshop, seminar, or meeting the Executive Board Chair authorized the member to attend. Costs for routine Executive Board and training meetings cannot be reimbursed.
  - c) refreshments and meal reimbursement as authorized in the Commissioner Plan and MMB Administrative Procedure 4.4.
  - d) lodging for a Executive Board member not in travel status if:
    - (1) weather conditions or other unforeseen occurrences prevent the Executive Board member from returning home; or
    - (2) authorized for overnight participation in an approved event. Authorization should be based on the benefit of such participation to DCT.

3. Special expenses may not be used to pay for:
  - a) private club memberships;
  - b) alcoholic beverages;
  - c) entertainment;
  - d) Executive Board parties, including holiday events; and
  - e) refreshments or meals for meetings consisting of a majority of state employees except as provided in the Commissioner Plan and MMB Administrative Procedure 4.4. This exclusion applies to ad hoc meetings and staff meetings, whether held periodically or on a call basis.

**D. Eligible Childcare Expenses**

1. Executive Board members who, as a result of time spent attending Executive Board meetings, incur childcare expenses that would not otherwise have been incurred, may receive reimbursement for those expenses.
2. The Executive Board may authorize reimbursement for those childcare expenses at the same time as authorizing the associated travel expenses provided above in Procedures B. of this policy.

**REVIEW:**

Biennially

**REFERENCES:**

None

**ATTACHMENTS:**

DCT Executive Board Invoice, 100-1015a

**SUPERSESSION:**

All DCT Executive Board policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/

DCT Executive Board  
Executive Board Chair  
Direct Care and Treatment