DEPARTMENT OF CORRECTIONS

Policy Number:	**104.462**
Title:	**Employee Conference Participation and Reimbursement of Expenses**
Effective Date:	**3/19/19**

PURPOSE: To identify when conference or seminar participation is appropriate and when employees are eligible for reimbursement of expenses, such as registration fees, transportation, hotel accommodations, and meals.

APPLICABILITY: All department employees

DEFINITIONS:
Directly work related – program content of the conference relates to the current work responsibilities of the employee.

Indirectly work related – interaction and exchange of information among those attending the conference relates to the employee's work responsibilities and can be expected to contribute to the employee's performance.

PROCEDURES:
The employee may be authorized or may request to attend conferences, seminars, or workshops on state time as part of the employee's job or to improve the employee's work performance and be reimbursed for approved expenses for conferences related to the employee's work responsibilities as approved by the employee's supervisor.

A. Directly work related
If a conference is directly work related, an employee may attend on state time and be reimbursed for all or for partial expenses, except individual membership fees as directed by Policy 104.310, "Membership in Professional Organizations."

1. If an employee is required by the employee's supervisor to attend the conference, attendance is automatically inferred as being directly work related.

2. If the conference is within Minnesota and the registration fee is less than $500 per participant, the supervisor grants or denies approval.

3. If the conference is within Minnesota and the registration fee is $500 or more per participant, the employee must submit a Request for Approval to Incur Special Expenses form (attached).

4. If the conference is out of state, the employee must submit an Authorization for Travel form (attached).

B. Indirectly work related
If the conference is indirectly work related, the supervisor must advise the employee that attendance is approved on state time, but the employee may not be eligible for expense reimbursement.

C. The employee must use approved purchasing procedures to register for the conference and make travel arrangements. If expenses are to be reimbursed, the employee requests reimbursement in accordance with Policy 104.461, "Employee Reimbursement for Travel and Other Business Expenses."

D. Approval documentation must be attached to applicable EIORs, purchase orders, and expense reports. Documentation is retained in financial services.

INTERNAL CONTROLS:

A. Completed purchase orders, along with approval documentation, are retained in financial services.

ACA STANDARDS: None

REFERENCES:
Minn. Stat. § 43A.21
Applicable labor agreements and compensation plans
Policy 104.460, "Special Expenses"
Policy 104.461, "Employee Reimbursement for Travel and Other Business Expenses"
Policy 104.310, "Membership in Professional Organizations"

REPLACES:
Policy 104.462, "Employee Conference Participation and Reimbursement for Expenses," 3/31/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:
Request for Approval to Incur Special Expenses form (104.460A, external iShare DOC budget site)
Authorization for Travel form (external iShare DOC budget site)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services