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Minnesota State Board Policy 5.19 Travel Management

Minnesota State System Procedure 5.19.3 Travel Management Procedure

Minnesota State System Guideline 5.19.3.1

In accordance with State laws and regulations, the following procedures must be followed in order to use state vehicles assigned to the College.

State vehicles may be used only by College employees and currently-registered students, and only for official College business.

Use of state vehicles by eligible persons will be on a first-come, first-served basis.

Requests to use a state vehicle must be authorized by the appropriate administrative supervisor on the SharePoint Web Form.

- Heet Vehicle Requests SharePoint > College Offices > Public Safety > Reet Vehicle > Reet Vehicle Requests
- <u>Facilities Vehide Requests</u> SharePoint > College Offices > Public Safety > Facilities Vehide >
 Facilities Vehide Requests

Employees turn in the completed form authorizing use of the State vehicle to