



Domestic and International Travel Out-of-State Procedure

Chapter 5: Finance

Procedure Number: PR554.01

Effective Date: 6/18/2025

Approval: Financial Management Director Martina Cameron

Purpose Statement

To help employees through the process of domestic and international out-of-state travel for authorized business.

To support compliance with [Domestic and International Travel Out-of-State Policy](#), PL506.02

Applicability

This procedure applies to all MDH employees seeking approval for domestic and international out-of-state travel, MDH employees responsible for approving requests for such travel, and all MDH employees involved in the process.

Definitions

RAISE. Request for approval to incur special expense.

In-state travel. Travel to any community within the state of Minnesota. This definition includes travel to border communities in neighboring states when the destination is contiguous to the nearest Minnesota town, city, or community. Examples include Fargo-Moorhead and East Grand Forks-West Grand Forks.

International travel. Travel into Canada or any other country in the world from any Minnesota destination. Employees must use the [State of Minnesota Request for Approval of Special Expenses Form](#) to request approval for international travel.

Out-of-state travel. Travel to any state within the United States of America outside of the in-state travel defined regions.

Procedure Steps

Domestic travel out-of-state

Step No.	Responsible	Procedural Step
1.	Program Staff	- Follow your program/division process for being pre-approved to travel out-of-state. - Prepare the Authorization for Out-Of-State Travel Form. Create one form for each traveler.
2.	Program Staff	- Login to the RAISE Form. Click Create RAISE Form. Create one RAISE Form for each traveler. - For RAISE type, choose the type of payment that will be used to pay for your <u>registration fee</u> (Vendor Payment, Purchasing Card, or Employee Expense Reimbursement). - If there is no registration fee, select Employee Expense Reimbursement. - If the registration fee is more than \$100.00, select Vendor Payment or Purchasing Card Payment. - If the registration fee is \$100.00 or less, select Employee Expense Reimbursement. - If an outside agency is paying for the entire cost of the trip, select Employee Expense Reimbursement. - Fill out all required fields (fields with an asterisk) in the RAISE Form. Expense Type – Choose Out of State Travel. Funding String – It is very important to choose the correct information. It is rare, but if two or more funding strings need to be used, click add new funding source to add additional funding strings. If an outside agency is paying for the entire trip, choose the funding

Step No.	Responsible	Procedural Step
		string that would be used to pay for any expenses that the outside agency could not pay for. f. Amount – Input the estimated total sum of all travel expenses. If an outside agency is paying for the entire trip, enter zero. g. Itemized Expenses – Create separate line items for all anticipated expenses. Examples are airfare, lodging, meals, parking, taxi/transport, car rental, and conference/registration fee. The sum of Itemized Expenses must match the amount from the Funding section above. If an outside agency is paying for the entire trip, enter zero in each Unit Cost field. h. Justification – Type “see attachment” if you have a justification to attach to the RAISE. If you don’t plan to attach a justification, type your justification in the Justification field. i. Requestors – Type the name of the traveler. j. In the File Attachments section of RAISE, click the Choose button to attach your Authorization for Out-Of-State Travel Form and the agenda for your meeting or conference. Attach information about outside organizations paying for travel (if applicable), waiver, justification, award letter, justification for car rental, and other helpful information. k. In the Approval Chain section, required approvals are Activity Manager, traveler's Division Director or Designee and traveler's Assistant Commissioner. Type in the names of the MDH employees who fill these roles. In the Optional Notifications field, type names of MDH employees that need to know about the travel. You do not need to input the requestor or the submitter’s name in the Optional Notifications field. l. After all information is in RAISE, click the Submit for Approval button in the bottom right. A workflow in the RAISE platform will route the RAISE request to the activity manager for approval.
3.	Activity Manager	a. Review the RAISE request and documentation. Provide additional justification, if needed.

Step No.	Responsible	Procedural Step
		b. If all required information is in RAISE, approve form in RAISE. c. A workflow in the RAISE platform will route the request to the appropriate Division Director or Designee for approval.
4.	Division Director or Designee	a. Review the RAISE request and documentation. Provide additional justification if needed. b. If all required information is in RAISE, then approve form in RAISE. c. A workflow in the RAISE platform will route the request to the Assistant Commissioner for approval.
5.	Assistant Commissioner	a. Review the RAISE request to assure it is consistent with the division's annual plan and in the best interest of the department. b. If it meets both criteria, approve the RAISE form.
6.	Travel Coordinator	a. Review all information in the RAISE request. b. If all information is attached and correct, enter notes in the Accounts Payable Comments field that the trip is approved. c. Send approval e-mail with instructions for booking travel to the person completing the form, the employee traveling, and traveler's supervisor.
7.	RAISE Buyer	Approve the RAISE Form.
8.	Program Staff	a. Read the approval email from Financial Management for instructions on booking travel. b. Book your airfare, lodging, and other travel arrangements. Staff must use the state contract (Contract Release: T-742(5), Travel Services: Online Travel Booking and Full-Service Travel Support) for booking airfare. Staff must book lodging directly with the facility and select the lowest cost option possible.

Step No.	Responsible	Procedural Step
		c. If the trip is cancelled: i. Notify health.fmexpensereports@state.mn.us. ii. Cancel all travel arrangements for the canceled trip. iii. Receive credit for whatever costs possible.
9.	Program Staff	a. If actual costs exceed the approved amount by more than 10%, describe the overage in an email and submit to the Division Director for approval. The Division Director should cc Financial Management health.fmexpensereports@state.mn.us on their reply. b. After travel, submit any authorized expenses you paid for with personal money through the business expense module in Employee Self Service. Make sure to include your RAISE number in Employee Self Service. c. For help submitting out-of-state expenses, click How to submit out-of-state travel expenses.
10.	Program Staff Supervisor	a. Review expenses in Employee Self Service. Approve if correct and allowable. b. If changes are needed or information is missing, send an email to program staff requesting the changes.
11.	Financial Management	a. Business expense reviewer: Review expenses in Employee Self Service. Approve the expenses if correct and allowable. b. Payroll: Approve and provide reimbursement. • Business expense reviewer: If changes are needed or information is missing, email the supervisor and program staff requesting the changes. c. Once changes are made, Financial Management approve the expenses.

International travel out-of-state

Step No.	Responsible	Procedural Step
1.	Program Staff	a. Minnesota Management and Budget (MMB) must give prior approval for all international travel. Complete the State of Minnesota Request for Approval of Special Expenses Form and select International Travel. Obtain all required approvals. b. Itemize your estimated expenses on this form in the description of expense field. Expenses include airfare, lodging, registration fee, meals, baggage, ground transportation, and parking at the airport, etc. c. Email the completed form to your supervisor for review and approval.
2.	Program Staff Supervisor	Review documents and provide additional justification, if needed. If all documentation is correct, approve the form. Then email the request to health.signatureforms@state.mn.us for approval by the Deputy Commissioner.
3.	Deputy Commissioner	Review documents and provide additional justification, if needed. If all documentation is correct, approve the form. Email it back to the program staff and supervisor.
4.	Program Staff or Supervisor	Note: For out-of-country travel authorization, please contact health.hr@state.mn.us Email the fully signed form with agenda/itinerary, and other documentation to health.fmexpensereports@state.mn.us.
5.	Financial Management Procurement Unit	Review the form and documentation. If correct, email to Minnesota Management and Budget (MMB) for approval. Copy program staff on the email.
6.	Financial Management	After receiving approval from MMB, email instructions on how to book travel to program staff, supervisor, and administrative support staff if applicable. In the email, include the fully signed form with MMB's approval.

Step No.	Responsible	Procedural Step
7.	Program Staff	After travel, submit any authorized expenses you paid for with personal money through the business expense module in Employee Self Service . Click How to submit out-of-state travel expenses for information on how to submit your expenses.
8.	Program Staff Supervisor	- Review expenses in Employee Self Service. Approve if correct and allowable. - If changes are needed or information is missing, send an email to program staff requesting the changes.
9.	Financial Management	- Review expenses in Employee Self Service. Approve the expenses if correct and allowable. - Then payroll will approve and provide reimbursement. - If changes are needed or information is missing, email the supervisor and program staff requesting the changes. - Once changes are made, Financial Management approve the expenses. Then payroll will approve and provide reimbursement.

Forms

- [Authorization for Out-Of-State Travel Form](#) (MDH, 3/2025)
- [State of Minnesota Request for Approval of Special Expenses](#)

Related Information

- [Contract Release: T-742\(5\), Travel Services: Online Travel Booking and Full-Service Travel Support\)](#)
- [How to submit Out-of-State travel expenses in Employee Self Service](#)
- [HR/LR Policy #1423 Appropriate Use of Electronic Technology](#)
- [MNIT International Travel Policy](#)
- [Domestic and International Travel Out-of-State Policy](#), PL506.02