Student & Employee Travel Lodging Policy

**Custodian of Policy:** Provost and Senior Vice President for Academic and Student Affairs

**Relevant Policy:** Minnesota State Procedure 1C.0.1 Employee Code of Conduct [**http://www.minnstate.edu/board/procedure/1c0p1.html**](http://www.minnstate.edu/board/procedure/1c0p1.html)

**Effective Date:** February 2017

**Last Review:**Fall 2024

**Next Review:**Fall 2031

Policy

Employees may not share lodging with students when traveling for authorized official university business or activities. Under limited circumstances (e.g. extended outdoor camping during field studies in archaeology, biology, or geology) exceptions to this policy may be granted. A written request for an exception shall be submitted for approval by the supervising dean or director at least ten (10) days in advance of the travel.

Rationale

The Minnesota State system establishes the code of conduct expected of all employees of Minnesota State, including administrators, faculty, staff, and student employees, whether full or part-time, temporary or unlimited. In addition to this code of conduct, employees are subject to general standards of conduct for employees and are expected to meet any professional standards of conduct or ethical requirements applicable to their discipline.

Definitions

University business: activities where an individual is participating on behalf of or representing the University in some official capacity.