



## Business Manual

### *Retirement of MnDOT Policy 2.2*

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Effective Date *as signed by Responsible Senior Officer*

Last Update  
3-27-2008

#### Responsible Senior Officer

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#### Policy Owner

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### Policy Statement

The Minnesota Department of Transportation shall establish the MnDOT Business Manual as the Department's policy on the rules, regulations, laws, and procedures related to its business functions.

### Reason for Retiring the Policy

The MnDOT Business Manual is not policy; rather, it is a procedural resource for employees on a variety of business practices (such as, special expenses, travel, motor vehicle usage, reimbursement, cell phones, timesheets, mileage charts). The Manual will be kept up-to-date and maintained as a resource for employees; a policy is not required.

#### Policy Owner

Sue Stein  
Director, Office of Administration

Date Signed 8-1-12

**Internal Control & Accountability Governance Board** has reviewed this policy and recommends approval

Tracy Hatch (*on behalf of the Board*)  
Board Chair and Chief Financial Officer

Date Signed 8.2.12

#### Responsible Senior Officer

Bernard J. Arseneau  
Deputy Commissioner and Chief Engineer

Date Signed 8-8-12