

EXPENSE REIMBURSEMENT ALLOWANCES BY COLLECTIVE BARGAINING AGREEMENTS/COMPENSATION PLANS

*Updated to reflect January 1, 2019 IRS rate of 0.58 cents per mile

Type of Expense	Commissioner's Plan Effective 03/27/18 Plan Approved	AFSCME, Council #5, AFL-CIO Effective 03/27/18 Agreement Approved	MAPE Effective 03/27/18 Agreement Approved	MGEC Effective 03/27/18 Contract Approved	MSCF (same as Administrator's Plan) Effective 06/30/18 Agreement Approved
State-owned vehicle not available	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)
State-owned vehicle available but declined	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.57 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)
Tolls and parking fees	actual cost	actual cost	actual cost	actual cost	actual cost
Commercial transportation (air, taxi, rental car, etc.) plus reasonable gratuities	actual cost	actual cost	actual cost	actual cost	actual cost
Specially equipped personal van - provides wheelchair access	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)
Motorcycle	no reimbursement applicable	30 cents per mile (Agreement rate)	30 cents per mile (Agreement rate)	30 cents per mile (Agreement rate)	½ IRS rate (Plan rate)
Personal aircraft	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)
Overnight lodging	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)
Laundry and/or dry-cleaning <u>after</u> one week in continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status
Work-related long distance telephone calls	actual cost	actual cost	actual cost	actual cost	actual cost
Personal telephone calls	actual cost up to maximum number of nights away times \$3.00	actual cost up to maximum number of nights away times \$3.00	actual cost up to maximum number of nights away times \$3.00	actual cost up to maximum number of nights away times \$3.00 or up to \$10.00 with acceptable documentation	actual cost up to maximum number of nights away times \$3.00
Special expenses (e.g. conference fees)	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval
Meals plus reasonable gratuities • breakfast (in travel status overnight or leave home before 6:00 a.m.) • lunch (in travel status and more than 35 miles distance from regular work station) • dinner (in travel status overnight or return home after 7:00 pm)	actual cost up to maximums Breakfast - \$ 9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$ 11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$ 9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 Hennepin & Ramsey counties (Minnesota) and other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined max
Payment of expenses	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card

Type of Expense	Minnesota State (Colleges & Univ) Administrators Personnel Plan Effective 01/01/18 Plan Approved	Managerial Plan Effective 03/27/18 Plan Approved	MSUAASF (same as Managerial Plan) Effective 06/30/18 Agreement Approved	MMA Effective 03/27/18 Agreement Approved	MNA Effective 03/27/18 Agreement Approved	IFO (same as Managerial Plan) Effective 03/27/18
State-owned vehicle not available	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)
State-owned vehicle available but declined	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)	0.51 cents per mile effective 01/01/19 (IRS rate less \$0.07)
Tolls and parking fees	actual cost	actual cost	actual cost	actual cost	actual cost	actual cost
Commercial transportation (air, taxi, rental car, etc.) plus reasonable gratuities	actual cost	actual cost	actual cost	actual cost	actual cost	actual cost
Specialty equipped personal van - provides wheelchair access	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)	50 cents per mile (Agreement rate)	0.67 cents per mile effective 01/01/19 (IRS rate plus \$0.09)
Motorcycle	½ IRS rate (Plan rate)	no reimbursement applicable	no reimbursement applicable	30 cents per mile (Agreement rate)	15 cents per mile (Agreement rate)	no reimbursement applicable
Personal aircraft	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	0.58 cents per mile effective 01/01/19 (IRS rate)	45 cents per mile (Agreement rate)	0.58 cents per mile effective 01/01/19 (IRS rate)
Overnight lodging	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)
Laundry and/or dry-cleaning <u>after</u> one week in continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status	actual cost not to exceed \$16.00 per week <u>after</u> first week of continuous travel status
Work-related long distance telephone calls	actual cost	actual cost	actual cost	actual cost	actual cost	actual cost
Personal telephone calls	actual cost up to maximum number of nights away times \$3.00	actual cost up to maximum number of nights away times \$3.00	actual cost up to maximum number of nights away times \$3.00	actual cost up to maximum number of nights away times \$3.00	actual cost up to maximum number of nights away times \$3.00	actual cost up to maximum number of nights away times \$3.00
Special expenses (e.g. conference fees, banquet tickets)	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval	actual cost with <u>prior</u> approval
Meals plus reasonable gratuities • breakfast (in travel status overnight or leave home before 6:00 a.m.) • lunch (in travel status and more than 35 miles distance from regular work station) • dinner (in travel status overnight or return home after 7:00 pm)	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 Hennepin & Ramsey counties (Minnesota) and other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	actual cost up to maximums Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00 other metropolitan areas* Breakfast - \$11.00 Lunch - \$13.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum
Payment of expenses	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card	advances if expenses exceed \$50.00; or use state credit card
*Other Metropolitan Areas: Atlanta, GA (Clayton, De Kalb, Fulton, Cobb and Gwinett Counties in Georgia); Baltimore, MD (Baltimore and Hartford Counties in Maryland); Boston, MA (Norfolk, Suffolk, Middlesex and Essex Counties in Massachusetts); Chicago, IL (Du Page, Cook and Lake Counties in Illinois); Cleveland, OH (Cuyahoga County in Ohio); Dallas and Fort Worth, TX (Dallas and Tarrant Counties in Texas); Denver, CO (Denver, Adams, Arapahoe and Jefferson Counties in Colorado); Detroit, MI (Wayne, Macomb and Oakland Counties in Michigan); Hartford, CT (Hartford and Middlesex Counties in Connecticut); Houston, TX (Harris County; LBJ Space Center and Ellington AFB in Texas); Kansas City, KS (Johnson and Wyandotte Counties in Kansas); Kansas City, MO (Clay, Jackson and Platte Counties in Missouri); Los Angeles, CA (Los Angeles, Kern, Orange and Ventura Counties in California; Edwards AFB, Naval Weapons Center and Ordinance Test Station in California); Miami, FL (Dade County in Florida); New Orleans, LA (Jefferson, Orleans, Plaquemines and St. Bernard Parishes in Louisiana); New York City, NY (Bronx, Brooklyn, Manhattan, Queens and Staten Island Boroughs of NYC; Nassau, New York, Richmond, Suffolk and Westchester Counties in New York state; Fairfield County in Connecticut; and Bergen, Essex, Hudson, Middlesex, Passaic and Union Counties in New Jersey); Philadelphia, PA (Bucks, Chester, Delaware, Montgomery and Philadelphia Counties in Pennsylvania; Burlington and Gloucester Counties in New Jersey); Portland, OR (Multnomah County in Oregon); St. Louis, MO (St. Charles and St. Louis Counties in Missouri); San Diego, CA (San Diego County in California); San Francisco, CA (San Francisco, Sonoma, Marin, San Mateo, Santa Clara, Santa Cruz, Contra Costa, Alameda and Santa Barbara Counties in California); Seattle, WA (King County in Washington state); Washington, DC (Cities of Alexandria, Falls Church and Fairfax in Virginia; Arlington, Loudoun and Fairfax Counties in Virginia; Montgomery and Prince Georges Counties in Maryland); and any location outside the contiguous 48 United States.						