## EXPENSE REIMBURSEMENT ALLOWANCES BY COLLECTIVE BARGAINING AGREEMENTS/COMPENSATION PLANS

\*Updated to reflect January 1, 2022 IRS rate of 0.585 cents per mile

	Commissioner's Plan	AFSCME, Council #5, AFL-CIO	MAPE	MGEC	MSCF (same as Administrator's Plan)
Type of Expense	Effective 05/18/20	Effective 10/01/21	Effective 10/01/21	Effective 05/18/20	Effective 05/18/20
Type or Expense	2019-2021 Plan in effect	2021-2023 Contract in effect	2021-2023 Contract in effect	2019-2021 Contract in effect	2019-2021 Contract in effect
	0.585 cents per mile effective	0.585 cents per mile effective	0.585 cents per mile effective	0.585 cents per mile effective	0.585 cents per mile effective
State-owned vehicle not available	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/22 (IRS rate)
	0.515 cents per mile effective	0.515 cents per mile effective	0.515 cents per mile effective	0.515 cents per mile effective	0.515 cents per mile effective
State-owned vehicle available but declined	01/01/22 (IRS rate less \$0.07)	01/01/22 (IRS rate less \$0.07)	01/01/22 (IRS rate less \$0.07)	01/01/22 (IRS rate less \$0.07)	01/01/22 (IRS rate less \$0.07)
Tolls and parking fees	actual cost	actual cost	actual cost	actual cost	actual cost
	actual cost (baggage fees				(baggage fees reimbursable, tips not
Commercial transportation (air, taxi, ride-share, rental car,	reimbursable, tips not reimbursable,	actual cost	actual cost	actual cost (does not include ride-	reimbursable, does not include ride-
baggage handling, etc.) plus reasonable gratuities	does not include ride-share)			share)	share)
Specially equipped personal van - provides wheelchair	0.675 cents per mile effective	0.675 cents per mile effective	0.675 cents per mile effective	0.675 cents per mile effective	0.675 cents per mile effective
access	01/01/22 (IRS rate plus \$0.09)	01/01/22 (IRS rate plus \$0.09)	01/01/22 (IRS rate plus \$0.09)	01/01/22 (IRS rate plus \$0.09)	01/01/22 (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)	no reimbursement applicable
Down and six and t	1.515 dollars per mile effective	1.515 dollars per mile effective	1.515 dollars per mile effective	1.515 dollars per mile effective	1.515 dollars per mile effective
Personal aircraft	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/ (IRS rate)	01/01/ (IRS rate)
Overnight lodging	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)
Laundry and/or dry-cleaning after one week in continuous	actual cost not to exceed \$16.00 per	actual cost not to exceed \$16.00 per	actual cost not to exceed \$16.00 per	actual cost not to exceed \$16.00 per	actual cost not to exceed \$16.00 per
travel status	week after first week of continuous	week <u>after</u> first week of continuous	week after first week of continuous	week after first week of continuous	week after first week of continuous
traver status	travel status	travel status	travel status	travel status	travel status
Work-related long distance telephone calls	no reimbursement applicable	actual cost	actual cost	no reimbursement applicable	no reimbursement applicable
Personal telephone calls	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable
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	actual cost up to maximums	actual cost up to maximums	actual cost up to maximums	actual cost up to maximums	actual cost up to maximums
breakfast (in travel status overnight or leave home	Breakfast - \$ 9.00	Breakfast - \$ 9.00	Breakfast - \$ 9.00	Breakfast - \$ 9.00	Breakfast - \$ 9.00
before 6:00 a.m.)	Lunch - \$11.00**	Lunch - \$11.00	Lunch - \$11.00	Lunch - \$11.00	Lunch - \$11.00**
Scioic 6.66 d.m.,	Dinner - \$16.00	Dinner - \$16.00	Dinner - \$16.00	Dinner - \$16.00	Dinner - \$16.00
<ul> <li>lunch (in travel status and more than 35 miles distance</li> </ul>	·	·		·	·
from regular work station)	other metropolitan areas@	other metropolitan areas+	other metropolitan areas+	other metropolitan areas+	Hennepin & Ramsey counties
dinner (in travel status overnight or return home after	Breakfast - \$11.00	Breakfast - \$11.00	Breakfast - \$11.00	Breakfast - \$11.00	(Minnesota) and other metropolitan
7:00 pm)	Lunch - \$13.00**	Lunch - \$13.00	Lunch - \$13.00	Lunch - \$13.00	areas@
7.00 pm)	Dinner - \$20.00	Dinner - \$20.00	Dinner - \$20.00	Dinner - \$20.00	Breakfast - \$11.00
	2 or more consecutive meals	2 or more consecutive meals	2 or more consecutive meals	2 or more consecutive meals	Lunch - \$13.00**
	reimbursed up to the combined	reimbursed up to the combined	reimbursed up to the combined	reimbursed up to the combined	Dinner - \$20.00
	maximum	maximum	maximum	maximum	2 or more consecutive meals
					reimbursed up to the combined
	@As identified by the IRS				maximum
	**Must be away from home				@As identified by the IRS
	overnight				
					**Must be away from home
					overnight
Payment of expenses	advances if expenses exceed \$50.00;	advances if expenses exceed \$50.00;	advances if expenses exceed \$50.00;	advances if expenses exceed \$50.00;	advances if expenses exceed \$50.00;
, ,	or use state credit card	or use state credit card	or use state credit card	or use state credit card	or use state credit card
Professional Study and Travel (meals, incidentals, lodging)	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable

Type of Expense	Minnesota State (Colleges & Univ) Administrators Personnel Plan (same as Managerial Plan) Effective 01/18/22 2021-2023 Plan in effect 0.585 cents per mile effective	Managerial Plan Effective 05/18/20 2019-2021 Plan in effect  0.585 cents per mile effective	MSUAASF (same as Managerial Plan) Effective 01/18/22 2021-2023 Contract in effect 0.585 cents per mile effective	MMA Effective 01/18/22 2021-2023 Contract in effect  0.585 cents per mile effective	MNA Effective 01/18/22 2021-2023 Contract in effect  0.585 cents per mile effective	IFO (same as Managerial Plan) Effective 01/18/22 2021-2023 Contract in effect  0.585 cents per mile effective
State-owned vehicle not available	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/22 (IRS rate)	01/01/22 (IRS rate)
State-owned vehicle available but declined	0.515 cents per mile effective 01/01/22 (IRS rate less \$0.07)	0.515 cents per mile effective 01/01/22 (IRS rate less \$0.07)	0.515 cents per mile effective 01/01/22 (IRS rate less \$0.07)	0.515 cents per mile effective 01/01/22 (IRS rate less \$0.07)	0.515 cents per mile effective 01/01/22 (IRS rate less \$0.07)	0.515 cents per mile effective 01/01/222 (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, ride-share, rental car, etc.) plus reasonable gratuities	actual cost (baggage fees reimbursable, tips not reimbursable, does not include ride-share)	actual cost (baggage fees reimbursable, tips not reimbursable, does not include ride-share)	actual cost (baggage fees reimbursable, tips not reimbursable does not include ride-share)	actual cost	actual cost (does not include ride- share)	actual cost (baggage fees reimbursable, tips not reimbursable, does not include ride-share)
Specially equipped personal van - provides wheelchair access	0.675 cents per mile effective 01/01/22 (IRS rate plus \$0.09)	0.675 cents per mile effective 01/01/22 (IRS rate plus \$0.09)	0.675 cents per mile effective 01/01/22 (IRS rate plus \$0.09)	0.675 cents per mile effective 01/01/22 (IRS rate plus \$0.09)	50 cents per mile (Agreement rate)	0.675 cents per mile effective 01/01/22 (IRS rate plus \$0.09)
Motorcycle	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	30 cents per mile (Agreement rate)	15 cents per mile (Agreement rate)	no reimbursement applicable
Personal aircraft	1.515 dollars per mile effective 01/01/22 (IRS rate)	1.515 dollars per mile effective 01/01/22 (IRS rate)	1.515 dollars per mile effective 01/01/22 (IRS rate)	1.515 dollars per mile effective 01/01/22 (IRS rate)	45 cents per mile (Agreement rate)	1.515 dollars per mile effective 01/01/22 (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	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	actual cost	no reimbursement applicable	no reimbursement applicable
Personal telephone calls	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable	no reimbursement applicable
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.)	actual cost up to maximums  Breakfast - \$ 9.00	actual cost up to maximums  Breakfast - \$ 9.00	actual cost up to maximums  Breakfast - \$ 9.00	actual cost up to maximums  Breakfast - \$10.00	actual cost up to maximums  Breakfast - \$ 10.00	actual cost up to maximums  Breakfast - \$ 9.00
lunch (in travel status and more than 35 miles	Lunch - \$11.00** Dinner - \$16.00	Lunch - \$11.00** Dinner - \$16.00	Lunch - \$11.00** Dinner - \$16.00	Lunch - \$13.00 Dinner - \$19.00	Lunch - \$13.00 Dinner - \$19.00	Lunch - \$11.00** Dinner - \$16.00
<ul> <li>distance from regular work station)</li> <li>dinner (in travel status overnight or return home after 7:00 pm)</li> </ul>	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  @As identified by the IRS	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  @As identified by the IRS  **Must be away from home	other metropolitan areas@ Breakfast - \$11.00 Lunch - \$13.00** Dinner - \$20.00  2 or more consecutive meals reimbursed up to the combined maximum  @As identified by the IRS	other metropolitan areas+ Breakfast - \$12.00 Lunch - \$15.00 Dinner - \$23.00  2 or more consecutive meals reimbursed up to the combined maximum	other metropolitan areas+ Breakfast - \$12.00 Lunch - \$15.00 Dinner - \$23.00  2 or more consecutive meals reimbursed up to the combined maximum	other metropolitan areas@ Breakfast - \$11.00 Lunch - \$13.00** Dinner - \$20.00  2 or more consecutive meals reimbursed up to the combined maximum  @As identified by the IRS  **Must be away from home
	**Must be away from home overnight advances if expenses exceed	overnight  advances if expenses exceed	**Must be away from home overnight advances if expenses exceed	advances if expenses exceed \$50.00;	advances if expenses exceed	overnight advances if expenses exceed
Payment of expenses	\$50.00; or use state credit card	\$50.00; or use state credit card	\$50.00; or use state credit card	or use state credit card	\$50.00; or use state credit card	\$50.00; or use state credit card

Type of Expense	Minnesota State (Colleges & Univ) Administrators Personnel Plan (same as Managerial Plan) Effective 01/18/22 2021-2023 Plan in effect	Managerial Plan Effective 05/18/20 2019-2021 Plan in effect	MSUAASF (same as Managerial Plan) Effective 01/18/22 2021-2023 Contract in effect	MMA Effective 01/18/22 2021-2023 Contract in effect	MNA Effective 01/18/22 2021-2023 Contract in effect	IFO (same as Managerial Plan) Effective 01/18/22 2021-2023 Contract in effect
Professional Study and Travel (meals, incidentals,	no reimbursement applicable	no reimbursement applicable	Effective 07/01/22	no reimbursement applicable	no reimbursement applicable	Effective 07/01/20
lodging)						
Continental United States			• GSA rates*			• GSA rates*
			https://www.gsa.gov/travel/plan			https://www.gsa.gov/travel/plan
			-book/per-diem-rates/per-diem-			-book/per-diem-rates/per-diem-
			<u>rates-lookup</u>			<u>rates-lookup</u>
Outside of Continental United States, including						
Alaska and Hawaii			Dept. of Defense (DoD) rates*			Dept. of Defense (DoD) rates*
			https://www.defensetravel.dod.			https://www.defensetravel.dod.
			mil/site/perdiemCalc.cfm			mil/site/perdiemCalc.cfm
			*Taxes are not included in these			*Taxes are not included in these
			rates as the federal government is			rates as the federal government is
			exempt from taxes on these items.			exempt from taxes on these items.
			State of Minnesota employees			State of Minnesota employees
			would not be exempt so there			would not be exempt so there
			could be an unexpected expense.			could be an unexpected expense.

@(See https://www.irs.gov/pub/irs-drop/n-21-52.pdf for current localities)

+Atlanta, GA (Clayton, De Kalb, Fulton, Cobb and Gwinett Counties); Baltimore, MD (Baltimore and Hartford Counties); Boston, MA (Norfolk, Suffolk, Middlesex and Essex Counties in Massachusetts); Chicago, IL (Du Page, Cook and Lake Counties); Cleveland, OH (Cuyahoga County); Dallas/Fort Worth, TX (Dallas and Tarrant Counties); Denver, CO (Denver, Adams, Arapahoe and Jefferson Counties); Detroit, MI (Wayne, Macomb and Oakland Counties); Hartford, CT (Hartford and Middlesex Counties); Houston, TX (Harris County, LBJ Space Center and Ellington AFB); Kansas City, KS (Johnson and Wyandotte Counties in Kansas [see also Kansas City, MO]); Kansas City, MO (Clay, Jackson and Platte Counties [see also Kansas City, KS]); Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station); Miami, FL (Dade County); New Orleans, LA (Parishes of Jefferson, Orleans, Plaquemines and St. Bernard); New York City, NY (the Boroughs of the Bronx, Brooklyn, Manhattan, Queens and Staten Island and Nassau, New York, Richmond, Suffolk and Westchester Counties in New York; Fairfield County in Connecticut and Bergan, Essex, Hudson, Middlesex, Passaic and Union Counties in New Jersey); Philadelphia, OR (Multnomah County); San Diego, CA (San Diego County); San Francisco, CA (San Francisco, Sonoma, Marin, San Mateo, Santa Clara, Santa Cruz, Contra Costa, Alameda and Santa Barbara Counties); Seattle, WA (King County); St. Louis, MO (St. Charles and St. Louis Counties); Washington DC (Cities of Alexandria, Falls Church and Fairfax; Arlington, Loudoun and Fairfax Counties in Virginia; Montgomery and Prince Georges Counties in Maryland)