

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

\*Updated to reflect July 1, 2022 IRS rate of 0.625 cents per mile

Type of Expense	Commissioner's Plan Effective 05/21/22 2021-2023 Plan in effect	AFSCME, Council #5, AFL-CIO Effective 10/01/21 2021-2023 Contract in effect	MAPE Effective 10/01/21 2021-2023 Contract in effect	MGEC Effective 05/18/20 2019-2021 Contract in effect	MSCF (same as Administrator's Plan) Effective 05/18/20 2019-2021 Contract in effect
State-owned vehicle not available	0.625 cents per mile effective 07/01/22 (IRS rate)	0.625 cents per mile effective 07/01/22 (IRS rate)	0.625 cents per mile effective 07/01/22 (IRS rate)	0.625 cents per mile effective 07/01/22 (IRS rate)	0.625 cents per mile effective 07/01/22 (IRS rate)
State-owned vehicle available but declined	0.575 cents per mile effective 07/01/22 (IRS rate less \$0.07)	0.575 cents per mile effective 07/01/22 (IRS rate less \$0.07)	0.555 cents per mile effective 07/01/22 (IRS rate less \$0.07)	0.555 cents per mile effective 07/01/22 (IRS rate less \$0.07)	0.555 cents per mile effective 05/01/22 (IRS rate less \$0.07)
Tolls and parking fees	actual cost	actual cost	actual cost	actual cost	actual cost
Commercial transportation (air, taxi, ride-share, rental car, baggage handling, etc.) plus reasonable gratuities	actual cost (baggage fees reimbursable, tips not reimbursable,)	actual cost	actual cost	actual cost (does not include ride-share)	(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)	0.675 cents per mile effective 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
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/ (IRS rate)	1.515 dollars per mile effective 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 <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	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 Breakfast - \$10.00 Lunch - \$13.00 Dinner - \$19.00  other metropolitan areas@ Breakfast - \$12.00 Lunch - \$15.00 Dinner - \$23.00  2 or more consecutive meals reimbursed up to the combined maximum  @As identified by the IRS	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 maximum  @As identified by the IRS
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
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	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
<b>Professional Study and Travel (meals, incidentals, lodging)</b> <ul style="list-style-type: none"> <li>• Continental United States</li>   <li>• Outside of Continental United States, including Alaska and Hawaii</li> </ul>	no reimbursement applicable	no reimbursement applicable	Effective 07/01/22 <ul style="list-style-type: none"> <li>• GSA rates* <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup">https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup</a></li> <li>• Dept. of Defense (DoD) rates* <a href="https://www.defensetravel.dod.mil/site/perdiemCalc.cfm">https://www.defensetravel.dod.mil/site/perdiemCalc.cfm</a></li> </ul> *Taxes are not included in these rates as the federal government is exempt from taxes on these items. State of Minnesota employees would not be exempt so there could be an unexpected expense.	no reimbursement applicable	no reimbursement applicable	Effective 07/01/20 <ul style="list-style-type: none"> <li>• GSA rates* <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup">https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup</a></li> <li>• Dept. of Defense (DoD) rates* <a href="https://www.defensetravel.dod.mil/site/perdiemCalc.cfm">https://www.defensetravel.dod.mil/site/perdiemCalc.cfm</a></li> </ul> *Taxes are not included in these rates as the federal government is exempt from taxes on these items. State of Minnesota employees would not be exempt so there could be an unexpected expense.
@(See <a href="https://www.irs.gov/pub/irs-drop/n-21-52.pdf">https://www.irs.gov/pub/irs-drop/n-21-52.pdf</a> 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, CA (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 Bergen, Essex, Hudson, Middlesex, Passaic and Union Counties in New Jersey); Philadelphia, PA (Bucks, Chester, Delaware, Montgomery and Philadelphia Counties in Pennsylvania and Burlington and Gloucester Counties in New Jersey); Portland, 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)						