

**TRAVEL EXPENSE REFERENCE SHEET
EFFECTIVE January 1, 2013**

BARGAINING UNIT	AFSCME	MAPE MGEC MMA	COMMR BOARDS VENDORS	MGR PLAN	
Mileage					When a state owned vehicle is not available and an employee is required to use his/her personal automobile to conduct authorized State business the Appointing Authority shall reimburse at the higher rate (IRS rate).
No Car Available	.565*	.565*	.565*	.565*	
Car Available	.495*	.495*	.495*	.495*	
Special Equipped Van	.655	.655	.655	.655	
Motorcycle	.15	.15	**	**	
Meals (including tax & gratuity)					Reimbursement claimed only if employee is on assignment away from his/her work station in a travel status before 6 AM.
Breakfast	7.00	7.00/8.00***	7.00/8.00***	7.00/10.00***	
Lunch	9.00	9.00/10.00***	9.00/10.00***	9.00/12.00***	Reimbursement based upon employee being on assignment over 35 miles from his/her temporary or permanent work station, with work assignment extending over the normal meal period.
Dinner	14.00	15.00/17.00***	15.00/17.00***	15.00/20.00***	Reimbursement may be claimed only if employee is away from his/her work station in a travel status overnight or is required to remain in a travel status until after 7 PM.
Baggage Handling	****	Reasonable (MMA****)	Reasonable	Reasonable	
Laundry & Dry Cleaning	16.00	16.00	16.00	16.00	Amount is per week, and is only available starting 8 th day of travel.
Personal Phone	3.00	3.00	3.00	3.00	Actual cost is reimbursed. No documentation required.
Business Phone					Requires original itemized receipt.
Gas for Rental Vehicle					Requires original itemized receipt. A 'reprint' is not an original receipt.
Parking					Original itemized receipt required; if parking meter, indicate on exp report
Lodging					Original itemized receipt required.
Taxi					No receipt required.

*Mileage rates are .565 for the high rate and .495 for the low rate. Per memo from MN Management and Budget (MMB) if division does not have a state vehicle available the *higher rate* applies.

**No mention of motorcycle rate in contract.

***Meal rates for the following high cost Metropolitan (and Surrounding) areas: Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas, Denver, Detroit, Hartford, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York City, Philadelphia, Portland (Oregon), St. Louis, San Diego, San Francisco, Seattle & Washington D.C. and for all, except MGEC, outside the 48 United States.

****No mention of baggage handling in AFSCME or MMA contract.