

For Bargaining Units
Name/Number

AFSCME (206/207)
MAPE (214)
MGEC (212)
MMA (216)
MGR (220)
COMM R PLAN (217)
BOARDS/COUNCILS

Mileage		When a state-owned vehicle is not available and an employee must use his/her personal automobile to conduct authorized state business, the Appointing Authority shall reimburse at higher rate (IRS rate). No mention of motorcycle rate in MGR and COMM R Plans
No Car Available	.725	
Car Available	.655	
Special Equipped Van	.815	
Motorcycle	.30	
Meals (including tax & gratuity)		Reimbursement permitted only if employee is on assignment away from work station in a travel status overnight (the night before) or departs from home before 6 AM.
Breakfast	11.00/12.00^	
Lunch	13.00/15.00^	Reimbursement based upon employee being on assignment over 35 miles from temporary or permanent work station, with work assignment extending over the normal meal period.
Dinner	19.00/23.00^	Reimbursement may be claimed only if employee is away from work station in a travel status overnight or is required to remain in a travel status until after 7 PM.
Baggage Handling	Reasonable	Baggage handling is paying a porter or service worker to carry/load luggage. A receipt is not required. No mention of baggage handling in AFSCME, MGR, or COMM R Plan.
Baggage Fees		A receipt is required.
Laundry & Dry Cleaning	16.00	Amount is per week, and is only available starting 8 th day of travel.
Business Phone		Requires itemized receipt unless a pay telephone is used.
Gas for Rental Vehicle		Requires itemized receipt.
Parking		Itemized receipt required, unless parking at a meter.
Lodging		Itemized receipt required.
Taxi		No receipt required.

[^]Higher rates (for all meals) apply only for travel to high-cost localities outside MN identified by IRS. For MGR Plan, higher rates also apply outside 48 United States