

For Bargaining Units  
Name/Number

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

<b>Mileage</b>		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 COMMR Plans
No Car Available	.700*	
Car Available	.630*	
Special Equipped Van	.790	
Motorcycle	.30	
<b>Meals (including tax &amp; gratuity)</b>		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	No mention of baggage handling for AFSCME, MGR, or COMMR Plan.
Laundry & Dry Cleaning	16.00	Amount is per week, and is only available starting 8 <sup>th</sup> 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.

\*Mileage rates are .700 (high rate) and .630 (low rate). If agency/division does not have a state vehicle available, the high rate applies.

^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