

Q. Are mileage tracking sheets required for rental vehicles?

You will be **happy** to know that we were able to get this requirement removed. If you use a rental vehicle, you **do not** need to track mileage.

Q. How will the screeners receive feedback on areas that need improving?

There may be more information that is shared as questions arise from the screeners' and post-screeners' experiences.

Q. What should I say if a provider says the information in ELICI is incorrect or not current?

In the cases that have been reported with this issue, Enrollment has not received updated information. There could be situations where they provided information to Licensing but not Enrollment, or there's the possibility that something wasn't entered correctly. You can tell them that part of the revalidation process is ensuring information is up to date and thank them for their cooperation.

Q. Should I ask to see if files are in a filing cabinet for the secure physical documents question?

Ordinarily screeners do not ask to see the contents of a cabinet. If you think something seems off, you could ask to see the contents, but not specific records and flag the response.

Q. What is my lunch/break time?

For full-time employees, the workday is 8.5 hours with a half-hour unpaid lunch, and two 15 minute breaks as required by labor laws. The breaks and unpaid lunch may be combined for an hour-long break.

Q. Can I run errands on my lunch/break time, or have an appointment during the workday?

If you are using your personal vehicle, you may go where you choose as long as you do not report those miles.

If you are using a rental vehicle, the rules are more stringent. You could go somewhere to eat or buy lunch, however running errands would be a violation of our contract with Enterprise and expose you to liability for the vehicle and any related damages in the event of an accident. What you do on your own time is up to you, however rental vehicles may be used only for state business travel.

Q. Do I have to use Google Maps to calculate distance?

We were not given a specific measurement system that must be used, however if your agency requires it, follow their direction.

Q. Do we need to document mileage calculations (photo of screen, etc.)?

No. The payroll department will verify the mileage using the addresses provided.

Q. Are the first and last trip of the day reimbursable for miles if they are closer than your home office?

Yes, you will always be eligible for the miles as long as they meet the shortest distance rule.

Q. Do I have to use the shortest distance rule between providers?

No – use the actual miles between providers.

Q. What happens if I don't get local and trip miles correct when I submit for reimbursement?

They will get paid either way, and at the same rate. It could slow down the process if the payroll department needs to make changes.

Q. Self Service doesn't accept fractions of miles. Should I round up or down?

Use the closest mile.

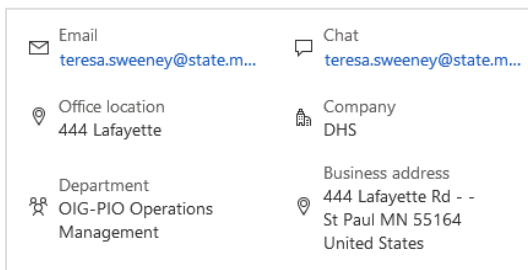
Q. If I don't have a home/agency office, what do I use to determine the starting point?

Everyone has an assigned business address.

For temporary hires, the office is 444 Lafayette Rd. N., St. Paul, MN 55155

For regular staff, use your business address. If you are unsure, look at the profile on your Outlook page for your business address. The fastest way to do this is to start an email to yourself, right-click on your name, scroll down to the box with your information in it, click on the down carrot symbol on the right, and click on "Show More".

Example:



Q. When do I need to complete my time card?

Pay periods are two weeks long. They end on Tuesdays and start on Wednesdays. The [Statewide Payroll Services Calendar](#) displays pay periods and paydays.

Q. When do I have to turn in my reimbursable expenses?

You have 60 days to complete submitting your request. After that, they may be considered taxable. Complete the request in Self Service or your agency's system in line with the pay periods for timely receipt. Supervisor approval is required. If you do not receive reimbursement, talk to your supervisor to make sure it has been approved.

Q. Are there disclosure issues with attaching the mileage tracker in Self Service or other agency systems?

No, there aren't issues with listing the Provider names and addresses.

Q. Will I lose money if I can't count all my miles for reimbursement due to the shortest distance rule?

There's more than one way to look at this. Employees are not allowed to count normal commuting miles, however you are allowed to deduct miles to and from your first and last provider according to the shortest distance rule and it is not counted as commuting. The IRS rate is at least 50 cents higher per mile than the cost of gas to allow for all the costs of vehicle ownership (insurance, maintenance, depreciation, etc.). Those are real costs if you are using your own vehicle, however your out-of-pocket for will normally be lower than your reimbursed amount. Depending upon where they live, for some individuals using a rental vehicle may make more sense due to the shortest distance rule.

Q. Can I print more mileage tracker sheets at home?

Yes – the form is available on the MN Revalidate 2026 website. [Minnesota Revalidate 2026 / Minnesota Department of Human Services](#)

If you don't have a printer, email [Teresa.sweeney@state.mn.us](mailto:Teresa.sweeney@state.mn.us) and provide your address.

Q. Can I complete the mileage tracker on my laptop instead of on paper?

You could, however it might be easiest to fill it in as you go. You can use it as a worksheet as long as the addresses and miles are clear and legible for the payroll department.

Q. How do I upload the tracker?

You will take a picture of it and upload the photo as a receipt. You will need to save the photo in order to upload it in Self Service.

Q. Do I count training time as DHS/revalidate project time?

Yes

Q. If my home agency is at a different address than 444 Lafayette, do I use that to calculate distance?

Yes

Q. What is a PT 60?

It can include PT 18 and PT 38. Treat it as a PT 38. It will count as one site visit.

