

MFRC Reimbursement Form Instructions

See Page 2 for Color & Numerical Codes Key

When complete: Provide directly to MFRC staff, mail to “MFRC” Green Hall 201A and C, 1530 Cleveland Avenue North St. Paul, MN 55155, or email/text a scan or photo of completed form to the MFRC program administrator (<https://mn.gov/frc/about/staff/>).

Link to fillable reimbursement form: https://mn.gov/frc/assets/advisory_committee_appointee_reimbursement_fillable_tcm1162-536556.pdf

**ADVISORY COMMITTEE APPOINTEE REIMBURSEMENT FILLABLE FORM**

| | | | | | |
|--|---|--------------------|----------------|-----------------------------|-------------------|
| Name (Last) Member | 1 | (First) Council | (MI) M. | Vendor Number 0000555555 | |
| Address (Number and Street) 555 Tree Lane | | | City Duluth | State MN | Zip Code 55555 |

| EVENT | | | | EXPENSES | | | | | | |
|--------|--------------------------|-----------|---------------|--------------|---------------|--------------|----------------|---|---------------------|--|
| Date | 2 Project or Activity | Itinerary | | | Trip Miles | Meals (A) | Parking (B) | Miscellaneous Expenses (Item/Amount) (C) | Sub-totals (A-C) | |
| | | 3 Time | 4 Location | | | | | | | |
| 07/01 | Council 2-day Meeting | 5:45 am | Depart | Duluth | 170 | \$8.16 | \$8.00 | \$225.00 | \$241.16 | |
| | | 8:45 am | Arrive | Bloomington | | | | | | |
| 07/02 | Council 2-day Meeting | 4:30 pm | Depart | Bloomington | 170 | \$16.00 | \$8.00 | \$125.00 | \$149.00 | |
| | | 7:30 pm | Arrive | Duluth | | | | | | |
| 08/22 | Committee Meeting | | Depart | Zoom | 5 | 6 | | \$125.00 | \$125.00 | |
| | | | Arrive | | | | | | | |
| 09/01 | Council Meeting | 6:15 am | Depart | Duluth | 80 | | | 7 | | |
| | | 8:00 am | Arrive | Grand Rapids | | | | | | |
| 09/01 | Council Meeting | 3:30 pm | Depart | Grand Rapids | 80 | \$10.29 | | \$125.00 | \$135.29 | |
| | | 5:15 pm | Arrive | Duluth | | | | | | |
| | | | Depart | | | | | | | |
| | | | Arrive | | | | | | | |
| Totals | | | | | 500 | \$34.45 | \$16.00 | \$600.000 | \$650.45 | |

| | |
|---|-------------------------|
| I declare under the penalties of perjury that this claim is just and correct. | |
| Appointee's Signature Council M. Member | 8 Date 09/05/2024 |
| Approved, based on compliance with all applicable travel regulations. | |
| DNR Liaison's Signature | Date |

| | |
|---|-----------------|
| Total Expenses from above | \$650.45 |
| Number of Miles <u>500</u> @ <u> </u> per mile 9 | \$335.00 |
| TOTAL AMOUNT TO BE PAID | \$985.45 |

For Office Use Only

[illegible]

| | |
|---------------------------------|---|
| 1. Name, Address, Vendor Number | Your name and address must match the name and address you registered with on your vendor account with the state. We can look up your vendor number if you do not have it. |
| 2. Project or Activity | Include the name of the event. If you are claiming mileage and/or meals, you will need to list the event twice, once for the trip to and another for the trip back. |
| 3. Time | If claiming meals, you MUST include departure and arrival times. Accounting will use this to audit whether you were in travel mode and qualify for reimbursement. |
| 4. Location | City/town only. You do not need to include exact address. If claiming mileage, Accounting will use this to audit if your mileage claim is reasonable. For virtual meetings, use “virtual,” “Zoom,” “Teams,” etc., for the location. |
| 5. Trip Miles | Number of miles traveled. It is okay to use Google Maps to get an estimate. |
| 6. Meals | Meal reimbursement in accordance with current policy. Food allowances are <i>actual</i> expenditures for meals and gratuity, excluding alcoholic beverages to the maximum of <u>\$11 for breakfast (if you are in travel status PRIOR to 6 a.m.)</u> , <u>\$13 for lunch</u> , and <u>\$19 for dinner (if you are in travel status AFTER 7 p.m.)</u> . |
| 7. Miscellaneous Expenses | Include per diem and lodging in this column. Add them together. Attach hotel itemized receipt, showing detailed charges with a zero-balance due. It is <u>prohibited</u> to use hotel reward points for council lodging if you are applying for reimbursement for lodging. |
| 8. Signature | When signing, please use a digital time stamp signature or wet signature (ink pen). |
| 9. Mileage Rate | You can find the rate for the current year by searching “IRS mileage rate for business use.” Otherwise, leave it blank and we will fill in and total for you. |