

Expense Reimbursement by Bargaining Unit

Bargaining Unit	AFSCME MGEC MMA	MAPE	COMMR BOARDS VENDORS	MGR PLAN	
Mileage – No Car Available	.575*	.575*	.575*	.575*	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).
Mileage – Car Available	.505*	.505*	.505*	.505*	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).
Mileage – Special Equipped Van	.665	.665	.665	.665	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).
Mileage – Motorcycle	.15	.30	**	**	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).
Meals (including tax & gratuity) – Breakfast	9.00/11.00***	9.00/11.00***	9.00/11.00***	9.00/11.00***	Reimbursement claimed only if employee is on assignment away from his/her work station in a travel status before 6 AM.
Meals (including tax & gratuity) – Lunch	11.00/13.00***	11.00/13.00***	11.00/13.00***	11.00/13.00***	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.
Meals (including tax & gratuity) – Dinner	16.00/20.00***	16.00/20.00***	16.00/20.00***	16.00/20.00***	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 (AFSCME**** MMA****)	Reasonable	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 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 .575 for the high rate and .505 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/Fort Worth, 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.