

Expense Reimbursement Allowances by Collective Bargaining Agreement / Compensation Plans

Type of Expense	MnSCU Administrators 7/1/05-6/30/07 Plan Approved	Managerial Plan (#220) 7/1/05-6/30/07 Plan Approved	MSU AASF (#211) 7/1/05-6/30/07 Plan Approved	MMA (#216) 7/1/05-6/30/07 Plan Approved
State-owned vehicle not available	48.5 cents per mile effective January 1, 2007 (IRS rate)	48.5 cents per mile effective January 1, 2007 (IRS rate)	48.5 cents per mile effective January 1, 2007 (IRS rate)	48.5 cents per mile effective January 1, 2007 (IRS rate)
State-owned vehicle declined	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)
Tolls and parking fees	actual cost	actual cost	actual cost	actual cost
Commercial transportation (air, taxi, rental car, etc.) + reasonable gratuities	actual cost	actual cost	actual cost	actual cost
Specially equipped personal van - provides wheelchair access	.50 per mile	.50 per mile	.50 per mile	.50 per mile
Motorcycle	.15 per mile	.15 per mile	.15 per mile	.15 per mile
Personal aircraft	.45 per mile	.45 per mile	.45 per mile	.45 per mile
Overnight lodging	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)
Laundry and/or dry-cleaning after 1 week in travel status	actual cost not to exceed \$16 per week	actual cost not to exceed \$16 per week	actual cost not to exceed \$16 per week	actual cost not to exceed \$16 per week
Work-related long distance calls	actual cost	actual cost	actual cost	actual cost
Personal telephone calls	actual cost up to maximum of # of nights away x \$3	actual cost up to maximum of # of nights away x \$3	actual cost up to maximum of # of nights away x \$3	actual cost up to maximum of # of nights away x \$3
Special expenses (e.g., conference fees, banquet tickets)	actual cost with prior approval	actual cost with prior approval	actual cost with prior approval	actual cost with prior approval
Meals + reasonable gratuities ● breakfast (in travel status overnight or leave home before 6 am) ● lunch (in travel status and more than 35 miles from work station) ● dinner (in travel status overnight or return home after 7:00 pm)	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$15.00 Other metro areas:* Breakfast - \$10.00 Lunch - \$12.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$15.00 Other metro areas:* Breakfast - \$10.00 Lunch - \$12.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$15.00 Other metro areas:* Breakfast - \$10.00 Lunch - \$12.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$15.00 Other metro areas:* Breakfast - \$ 8.00 Lunch - \$10.00 Dinner - \$17.00 2 or more consecutive meals reimbursed up to the combined maximum
Payment of expenses	Advances if expenses exceed \$50, use state credit card	Advances if expenses exceed \$50, use state credit card	Advances if expenses exceed \$50, use state credit card	Advances if expenses exceed \$50, use state credit card

*Atlanta (Clayton, De Kalb, Fulton, Cobb and Gwinett Counties), Baltimore (Baltimore and Hartford), Boston (Suffolk County), Chicago (Du Page, Cook and Lake Counties), Cleveland (Cuyahoga County), Dallas/Fort Worth (Dallas and Tarrant Counties), Denver (Denver, Adams, Arapahoe and Jefferson Counties), Detroit (Wayne County) Hartford (Hartford and Middlesex Counties), Houston (Harris County; LBJ Space Center and Ellington AFB), Kansas City, Kansas (Johnson and Wayandotte), Kansas City, MO (Clay, Jackson and Platte), Los Angeles (Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB, Naval Weapons Center and Ordiance Test Station), Miami (Dade County), New Orleans (Parishes of Jefferson, Orleans, Plaquemines and St. Bernard), New York City (The Boroughs of the Bronx, Brooklyn, Manhattan, Queens, Staten Island and Nassau and Suffolk and Bergen, NJ Counties), Philadelphia (Philadelphia County and the City of Bala Cynwyd in Montgomery County), Portland, OR (Multnomah), St. Louis (St. Charles and St. Louis), San Diego (San Diego County), San Francisco (San Francisco County), Seattle (King County), Washington, D.C. (Cities of Alexandria, Falls Church, Fairfax; the Counties of Arlington, Loudoun and Fairfax in Virginia; and the Counties of Montgomery and Prince Georges in Maryland), also any location outside the 48 contiguous U.S.

Expense Reimbursement Allowances by Collective Bargaining Agreement / Compensation Plans

Type of Expense	MNA (#205) 7/1/05-6/30/07 Plan Approved	IFO (#209) 7/1/05-6/30/07 Plan Approved	Commissioner's Plan 7/1/05-6/30/07 Plan Approved	AFSCME (#202, #203, #204, #206, #207) 7/1/05-6/30/07 Plan Approved
State-owned vehicle not available	48.5 cents per mile effective January 1, 2007 (IRS rate)	48.5 cents per mile effective January 1, 2007 (IRS rate)	48.5 cents per mile effective January 1, 2007 (IRS rate)	48.5 cents per mile effective January 1, 2007 (IRS rate)
State-owned vehicle declined	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)
Tolls and parking fees	actual cost	actual cost	actual cost	actual cost
Commercial transportation (air, taxi, rental car, etc.) + reasonable gratuities	actual cost	actual cost	actual cost	actual cost
Specially equipped personal van - provides wheelchair access	.50 per mile	.50 per mile	.50 per mile	.42 per mile
Motorcycle	.15 per mile	.15 per mile	.15 per mile	.15 per mile
Personal aircraft	.45 per mile	.45 per mile	.45 per mile	.45 per mile
Overnight lodging	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)	actual cost (reasonable)
Laundry and/or dry-cleaning after 1 week in travel status	actual cost not to exceed \$16 per week	actual cost not to exceed \$16 per week	actual cost not to exceed \$16 per week	actual cost not to exceed \$16 per week
Work-related long distance calls	actual cost	actual cost	actual cost	actual cost
Personal telephone calls	actual cost up to maximum of # of nights away x \$3	actual cost up to maximum of # of nights away x \$3	actual cost up to maximum of # of nights away x \$3	actual cost up to maximum of # of nights away x \$3
Special expenses (e.g., conference fees, banquet tickets)	actual cost with prior approval	actual cost with prior approval	actual cost with prior approval	actual cost with prior approval
Meals + reasonable gratuities ● breakfast (in travel status overnight or leave home before 6 am) ● lunch (in travel status and more than 35 miles form work station) ● dinner (in travel status overnight or return home after 7:00 pm)	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$15.00 Other metro areas: * Breakfast - \$ 8.00 Lunch - \$10.00 Dinner - \$17.00 2 or more consecutive meals reimbursed up to the combined maximum Baltimore is \$9, \$11, \$18)	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$15.00 Other metro areas: * Breakfast - \$10.00 Lunch - \$12.00 Dinner - \$20.00 2 or more consecutive meals reimbursed up to the combined maximum	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$15.00 Other metro areas: * Breakfast - \$ 8.00 Lunch - \$10.00 Dinner - \$17.00 2 or more consecutive meals reimbursed up to the combined maximum	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$14.00 2 or more consecutive meals reimbursed up to the combined maximum
Payment of expenses	Advances if expenses exceed \$50, use state credit card	Advances if expenses exceed \$50, use state credit card	Advances if expenses exceed \$50, use state credit card	Advances if expenses exceed \$50, use state credit card
*Atlanta (Clayton, De Kalb, Fulton, Cobb and Gwinett Counties), Baltimore (Baltimore and Hartford), Boston (Suffolk County), Chicago (Du Page, Cook and Lake Counties), Cleveland (Cuyahoga County), Dallas/Fort Worth (Dallas and Tarrant Counties), Denver (Denver, Adams, Arapahoe and Jefferson Counties), Detroit (Wayne County) Hartford (Hartford and Middlesex Counties), Houston (Harris County; LBJ Space Center and Ellington AFB), Kansas City, Kansas (Johnson and Wayandotte), Kansas City, MO (Clay, Jackson and Platte), Los Angeles (Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB, Naval Weapons Center and Ordiance Test Station), Miami (Dade County), New Orleans (Parishes of Jefferson, Orleans, Plaquemines and St. Bernard), New York City (The Boroughs of the Bronx, Brooklyn, Manhattan, Queens, Staten Island and Nassau and Suffolk and Bergen, NJ Counties), Philadelphia (Philadelphia County and the City of Bala Cynwyd in Montgomery County), Portland, OR (Multnomah), St. Louis (St. Charles and St. Louis), San Diego (San Diego County), San Francisco (San Francisco County), Seattle (King County), Washington, D.C. (Cities of Alexandria, Falls Church, Fairfax; the Counties of Arlington, Loudoun and Fairfax in Virginia; and the Counties of Montgomery and Prince Georges in Maryland), also any location outside the 48 contiguous U.S.				

Expense Reimbursement Allowances by Collective Bargaining Agreement / Compensation Plans

Type of Expense	MAPE (#214) 7/1/05-6/30/07 Plan Approved
State-owned vehicle not available	48.5 cents per mile effective January 1, 2007 (IRS rate)
State-owned vehicle declined	41.5 cents per mile effective January 1, 2007 (IRS rate < \$0.07)
Tolls and parking fees	actual cost
Commercial transportation (air, taxi, rental car, etc.) + reasonable gratuities	actual cost
Specially equipped personal van - provides wheelchair access	.50 per mile
Motorcycle	.15 per mile
Personal aircraft	.45 per mile
Overnight lodging	actual cost (reasonable)
Laundry and/or dry-cleaning after 1 week in travel status	actual cost not to exceed \$16 per week
Work-related long distance calls	actual cost
Personal telephone calls	actual cost up to maximum of # of nights away x \$3
Special expenses (e.g., conference fees, banquet tickets)	actual cost with prior approval
Meals + reasonable gratuities ● breakfast (in travel status overnight or leave home before 6 am) ● lunch (in travel status and more than 35 miles form work station) ● dinner (in travel status overnight or return home after 7:00 pm)	Actual cost up to maximums Breakfast - \$7.00 Lunch - \$9.00 Dinner - \$15.00 Other metro areas: * Breakfast - \$ 8.00 Lunch - \$10.00 Dinner - \$17.00 2 or more consecutive meals reimbursed up to the combined maximum
Payment of expenses	Advances if expenses exceed \$50, use state credit card

*Atlanta (Clayton, De Kalb, Fulton, Cobb and Gwinnett Counties), Baltimore (Baltimore and Hartford), Boston (Suffolk County), Chicago (Du Page, Cook and Lake Counties), Cleveland (Cuyahoga County), Dallas/Fort Worth (Dallas and Tarrant Counties), Denver (Denver, Adams, Arapahoe and Jefferson Counties), Detroit (Wayne County) Hartford (Hartford and Middlesex Counties), Houston (Harris County; LBJ Space Center and Ellington AFB), Kansas City, Kansas (Johnson and Wayandotte), Kansas City, MO (Clay, Jackson and Platte), Los Angeles (Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB, Naval Weapons Center and Ordiance Test Station), Miami (Dade County), New Orleans (Parishes of Jefferson, Orleans, Plaquemines and St. Bernard), New York City (The Boroughs of the Bronx, Brooklyn, Manhattan, Queens, Staten Island and Nassau and Suffolk and Bergen, NJ Counties), Philadelphia (Philadelphia County and the City of Bala Cynwyd in Montgomery County), Portland, OR (Multnomah), St. Louis (St. Charles and St. Louis), San Diego (San Diego County), San Francisco (San Francisco County), Seattle (King County), Washington, D.C. (Cities of Alexandria, Falls Church, Fairfax; the Counties of Arlington, Loudoun and Fairfax in Virginia; and the Counties of Montgomery and Prince Georges in Maryland), also any location outside the 48 contiguous U.S.