

## **Allied Radio Matrix for Emergency Response Standards, Protocols, Procedures**

Document Section 6	<b>Financial Policies and Procedures</b>	<b>Status:</b> Complete
State Standard Number	<b>State 6.1.0</b>	
Standard Title	<b>Expense Reimbursement</b>	
Date Established		<b>SECB</b>
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Date Revised		

### **1. Purpose or Objective**

Participation as a member of the Statewide Emergency Communications Board (SECB) anticipates a voluntary commitment of a person's time and energy to promote the objectives of the ARMER project. Minnesota Statute, Section 403.36, subdivision 1b, provides authority to compensate members for expenses related to their attending SECB meetings. Since the purposeful statewide makeup of the SECB places an unequal burden upon members to attend meetings, it is necessary to develop a standard that provides guidelines for expense reimbursement for members.

### **2. Technical Background**

Minnesota Statute, Section 15.0575, allows the reimbursement of expenses, in accordance with the Commissioner's plan to members of the SECB.

Minnesota Statute, Section 15.0575, also allows for the payment of a per diem rate to members of the SRB that are not employees of the state or of a political subdivision of the state.

Minnesota Statute, Section 15.0595, provides that the source of funding for such expenses shall be from appropriated funds or funds otherwise available to the Division of Emergency Communication Networks (DECN). Since this particular use of funds is not specifically addressed in the funds allocated to the SRB, the expense reimbursement is very limited, as it is being provided from otherwise appropriated funds to the DECN.

### **3. Operational Context**

Reimbursement of expenses incurred by SECB members in attending SECB meetings is designed to reimburse members for their out-of-pocket expenses. Because of funding limitations and statutory provisions applicable to most members, there is no present intent to reimburse members for their time.

#### **4. Recommended Protocol/ Standard**

SECB members who are not eligible for reimbursement of expenses by their employing entity or sponsoring entity are eligible for reimbursement of the following expenses:

- Mileage reimbursement calculated to and from the member's residence or place of employment to a compensable activity.
- Meal reimbursement – where the distance between the member's residence or place of employment is greater than 35 miles, the member may be entitled to a per diem for any standard meal break occurring during the time of travel.

Expense reimbursement (mileage rate and meals) shall be limited to rates provided for in the Commissioner's plan under Minnesota Statute, Section 43A.18, subdivision 2.

The following formal activities of the Statewide Emergency Communications Board shall be considered compensable activities:

- Meetings of the SECB
- Meetings of a standing committee of the SECB

#### **5. Recommended Procedure**

Claims for reimbursement, in accordance with this standard, must be submitted to the Chair of the SECB within 60 days of the time the expense was incurred, on a form specified for that purpose.

#### **6. Management**

The DECN Director shall be responsible for managing this standard.