

| STATE OF MINNESOTA TRAVEL POLICIES (“Commissioner’s Plan”) | | |
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| Grantee agencies may use lesser amounts and/or more stringent verification requirements, but they may not use policies and amounts that are more liberal than what is described below in requesting grant funding. If an agency’s policy is to pay higher amounts, the difference between the Commissioner’s Plan and the agency’s rate must be paid with agency funds. | | |
| Item | Policy | Amount |
| Meals | For part days: Breakfast reimbursement requires overnight travel or the need to leave home before 6:00 a.m. Lunch reimbursement requires that the individual is more than 35 miles from work site. Dinner reimbursement limited to persons who do not return home until after 7:00 p.m. | <p>Regular Rate</p> <p>Breakfast: \$9.00 Lunch: \$11.00 <u>Dinner: \$16.00</u> TOTAL \$36.00</p> |
| | For two or more consecutive meals, person may request combined reimbursement. | Reimbursement may include tax and gratuity, but not alcoholic beverages |
| Reimbursement is for actual cost of meals up to the maximum. Meals provided as part of a conference or meeting may NOT be claimed for reimbursement. Receipts are not necessary. | | |
| | Note: According to IRS regulations, reimbursement of meals not involving overnight lodging is taxable income. | |
| NOTE: “High Cost Areas” include the metropolitan areas of: Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas, Denver, Detroit, Hartford, Houston, Kansas City, Los Angeles, Miami, New Orleans, New York City, Philadelphia, Portland, St. Louis, San Diego, San Francisco, Seattle, and Washington DC | | <p>High Cost Areas</p> <p>Breakfast: \$11.00 Lunch: \$13.00 <u>Dinner: \$20.00</u> TOTAL: \$44.00</p> |
| Lodging | <ul style="list-style-type: none"> ▶ Any government or frequent guest rates should be sought.* ▶ Must be at a licensed facility (not with a friend, relative or private party). ▶ Requires an original receipt for reimbursement (Not a credit card receipt). <p>*If a grant is federally funded, lodging costs (excluding taxes) may not exceed federally allowable rates. These rates may be found at http://www.gsa.gov/portal/category/21287.</p> | For standard room |
| Taxis, rental cars, parking meters | <p>Only for expenses necessary to conduct business (e.g. taking a taxi to dinner is not allowable if there is a meal option available at the meeting/conference location).</p> <p>Rental cars are only allowable for business purposes and when an alternative option, e.g. taxi, is not available or is more costly. No receipts required except for vehicle rental.</p> | Actual amounts |
| Incidentals | Not available | |
| Mileage | For business related travel (Note: IRS rate effective 1/1/20 is \$.575 /mile) | IRS rate |
| Airfare | Coach fare at the lowest fare available. If arriving at or staying at a destination longer would be cheaper than the cost of a ticket to travel on an alternative day, the cost of the additional lodging and meals may be reimbursed. Requires an original receipt for reimbursement. | Actual cost |