



Minnesota
STATE COLLEGES
& UNIVERSITIES

CONTRACT ATTACHMENT

STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
2009 COMMISSIONER'S PLAN EXPENSE REIMBURSEMENT

TYPE OF EXPENSE	REIMBURSEMENT ALLOWANCE
State-owned vehicle not available (full IRS rate)	55.0 cents per mile
State-owned vehicle available but declined (IRS rate less 7.0 cents)	48.0 cents per mile
Tolls and parking fees	Actual cost
Commercial transportation (air, taxi, rental car, etc.) plus reasonable gratuities	Actual cost for mode and class of transportation authorized
Specially equipped personal van – provides wheelchair access (IRS rate plus 9.0 cents)	64.0 cents per mile
Motorcycle	No reimbursement applicable
Personal aircraft	55.0 cents per mile
Overnight lodging	Actual reasonable cost
Laundry and/or dry-cleaning <u>after</u> one week in continuous travel status	Actual cost; not to exceed \$16.00 per week
Work-related long distance telephone calls	Actual cost
Personal telephone calls	Actual cost up to maximum number of nights away times \$3.00
Special expenses (e.g. conference fees, banquet tickets)	Actual cost with prior approval
Meals and/plus reasonable gratuities: λ Breakfast (in travel status overnight or leave home before 6:00 a.m.) λ Lunch (in travel status and more than 35 miles from work station) λ Dinner (in travel status overnight or return home after 7:00 p.m.)	Actual cost up to maximums Breakfast - \$ 7.00 Lunch - \$ 9.00 Dinner - \$15.00 Outside the contiguous 48 United States or in pre-designated/pre-identified metropolitan areas* Breakfast - \$ 8.00 Lunch - \$10.00 Dinner - \$17.00 Meal “bunching” allowed: Two or more consecutive meals reimbursed up to the combined maximum. Dinner and breakfast the following morning are considered consecutive meals. Meals provided as part of a conference or other program are not considered and “break” the string of consecutive meals.
Expenses that are not travel related (e.g., supplies, copy charges, fax charges)	Actual cost
<p>*Metropolitan Areas</p> <p>See listing on next page.</p>	

Metropolitan Area	Including:
Atlanta, GA	Clayton, De Kalb, Fulton, Cobb and Gwinett Counties in Georgia
Baltimore, MD	Baltimore and Hartford Counties in Maryland
Boston, MA	Norfolk, Suffolk, Middlesex and Essex Counties in Massachusetts
Chicago, IL	DuPage, Cook and Lake Counties in Illinois
Cleveland, OH	Cuyahoga County in Ohio
Dallas/Fort Worth, TX	Dallas and Tarrant Counties in Texas
Denver, CO	Denver, Adams, Arapahoe and Jefferson Counties in Colorado
Detroit, MI	Wayne, Macomb and Oakland Counties in Michigan
Hartford, CT	Hartford and Middlesex Counties in Connecticut
Houston, TX	Harris County, LBJ Space Center and Ellington AFB in Texas
Kansas City, KS	Johnson and Wyandotte Counties in Kansas
Kansas City, MO	Clay, Jackson and Platte Counties in Missouri
Los Angeles, CA	Los Angeles, Kern, Orange and Ventura Counties, Edwards AFB, Naval Weapons Center and Ordinance Test Station in California
Miami, FL	Dade County in Florida
New Orleans, LA	Jefferson, Orleans, Plaquemines and St. Bernard Parishes in Louisiana
New York City, NY	Bronx, Brooklyn, Manhattan, Queens, and Staten Island Boroughs in NYC; Nassau, New York, Richmond, Suffolk and Westchester Counties in New York state; Fairfield County in Connecticut; and Bergen, Essex, Hudson, Middlesex, Passaic, and Union Counties in New Jersey
Philadelphia, PA	Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties in Pennsylvania; and Burlington and Gloucester Counties in New Jersey
Portland, OR	Multnomah County in Oregon
Saint Louis, MO	St. Charles and St. Louis Counties in Missouri
San Diego, CA	San Diego County in California
San Francisco, CA	San Francisco, Sonoma, Marin, San Mateo, Santa Clara, Santa Cruz, Contra Costa, Alameda and Santa Barbara Counties in California
Seattle, WA	King County in Washington state
Washington, DC	Cities of Alexandria, Falls Church and Fairfax in Virginia; Arlington, Loudoun and Fairfax Counties in Virginia; and Montgomery and Prince Georges Counties in Maryland

RECEIPTS: Original itemized receipts are required for all expenses except meals, gratuities, driving tolls, parking meters and telephone calls. All forms of canceled checks and photocopies of credit card bills do not substitute for original receipts. An affidavit in lieu of a receipt may be allowed if the original receipt was lost or a receipt was not obtained.

ITEMIZED LIST OF CONTRACTOR'S REIMBURSABLE EXPENSES

A. MnSCU's AUTHORIZED REPRESENTATIVE TO COMPLETE THIS SECTION:

NAME AND ADDRESS OF CONTRACTOR:	
P.O. #:	VENDOR #:
CONTACT PERSON:	TELEPHONE NUMBER:

B. CONTRACTOR TO COMPLETE THIS SECTION (submit additional pages if more than one day in travel status):

* Requires original itemized receipts.

** Other metropolitan areas listed above are up to \$8 (breakfast), \$10 (lunch), and \$17 (dinner).

DATE	ALLOWABLE EXPENSES	PURPOSE	RATE	TOTAL
	# of Miles: _____ To: _____ From: _____		55.0 cents per mile	
	Parking Fees (non meter)*		Actual cost	
	Parking Meters/Tolls		Actual cost	
	Air Fare*		Actual cost	
	Taxi*		Actual cost	
	Rental Car*		Actual cost	
	Overnight Lodging*		Actual cost	
	Long Distance Call		Actual cost	
	Breakfast, if in travel status		Up to \$7.00**	
	Lunch, if in travel status		Up to \$9.00**	
	Dinner, if in travel status		Up to \$15.00**	
	Supplies*		Actual cost	
	Copy Charges*		Actual cost	
	Fax Charges*		Actual cost	
	Other*		Actual cost	
	TOTAL FOR THE DAY			

Remit payment to the following address **if different** than address at the top of this form:

Name: _____

Address: _____

C. SIGNATURES REQUIRED FOR PAYMENT:

Signature: _____
(Verification of Expenses by Contractor)

Signature: _____
(Approval by MnSCU's Authorized Representative)

Date: _____

Date: _____