

706 Staff Travel Expense Policy

I. PURPOSE

Stonebridge employees who incur travel expenses for work-related purposes may be reimbursed provided they seek and obtain prior approval for the travel expenses from the Executive Director.

II. REIMBURSABLE ACTIVITIES

Travel expenses may be reimbursed only for pre-approved work-related activities. Examples of activities for which reimbursement may be approved include, but are not strictly limited to, offsite staff meetings and professional development trainings and workshops. However, employees who receive a stipend to participate in professional development activities during the summer months are not eligible for travel expense reimbursement

A. Single-day, short-distance travel: For non-overnight travel within the seven-county metro area, employees may be reimbursed for mileage and parking. Parking receipts are required for reimbursement. Meals will not be reimbursed

B. In-state travel beyond the seven-county metro area: For single day travel within the State of Minnesota, but beyond the seven-county metro area, employees may be reimbursed only for the cost of gas and parking. Gas and parking receipts are required for reimbursement. Meals will not be reimbursed.

C. Overnight and/or long-distance travel: For overnight and/or out-of-state travel, employees may be reimbursed for mileage and/or other travel expenses as appropriate. Pre-approved travel expenses will be reimbursed in accordance with the MMB Commissioner's Plan (see below). All receipts are required for reimbursement.

III. CARPOOLING

If two or more employees plan to drive to the same offsite event, they must make arrangements to carpool together. Any exceptions must be pre-approved by the Executive Director. Employees who choose to drive separately without prior approval are not eligible for mileage, gas, or parking reimbursement.

IV. TRAVEL PROPOSAL AND EXPENSE REPORT

Prior to any type of travel for which an employee plans to seek expense reimbursement, the employee must complete and submit the attached Travel Proposal and Expense Report to the Executive Director for pre-approval. After travel, the employee must provide the actual total expenses and all receipts to receive reimbursement. In the rare event of extenuating circumstances, the Executive Director has discretion to approve reimbursement expenses after-the-fact.

V. MILEAGE RATE

The mileage rate is established by the current MMB Commissioner's Plan for Expense Reimbursement, available online at: <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>. See attached for the Commissioner's Plan for Expense Reimbursement effective through June 30, 2017.

The MMB's rate per mile, for the use of a personal automobile when no State-owned vehicle is available, traditionally adheres to the Federal IRS mileage reimbursement rate, which is available at: <https://www.irs.gov/tax-professionals/standard-mileage-rates/>

For 2016, the applicable rate is **\$0.54 per mile**.

Approved: 5/19/2008

Revised:10/5/2017