

## Management Committee

Meeting date: August 25, 2021

For the Metropolitan Council meeting of September 8, 2021

**Subject:** Metropolitan Council Policy, 3-3-4 Travel and Meeting Reimbursement Policy

**District(s), Member(s):** All

**Policy/Legal Reference:**

**Staff Prepared/Presented:** Marie Henderson, Acting CFO (651-602-1387)

**Division/Department:** Finance

### Proposed Action

That the Metropolitan Council approve changes to the Metropolitan Council Policy 3-3-4 Travel and Meeting Reimbursement Policy.

### Background

The Metropolitan Council's Travel and Meeting Reimbursement Policy is designed to reimburse employees for authorized travel and meeting expenses while performing Council business. This policy defines what is reimbursable by referencing [Council's Resolution No. 2016-26](#): Resolution authorizing expenditures of public funds in accordance with the public purpose doctrine and IRS [Publication 587](#), as parameters for allowable expenses.

### Rationale

The Council's Travel and Meeting Reimbursement Policy was first created in 2010. The key changes to the policy include: 1) make a clear Policy, the 2010 document was both a Policy and a Procedure. 2) divide the Policy into local travel and out of area travel 3) make definitions clear 4) create a procedure for local travel that is understandable with examples for mileage and parking reimbursements 5) create a procedure for out of area travel, including how to book travel, correct documentation for conferences, what is covered for meals, lodging and lists of what is reimbursable for business related expenses and a list of what is non-reimbursable expenses 6) added resources, Council Resolution, and form links and 7) utilized the new policy and procedure templates.

### Thrive Lens Analysis

Stewardship – the use of Public financial resources, to be used effectively and efficiently across the Council.

Accountability – to ensure policies and procedures are effective by providing clear and easily accessible information

### Funding

This change does not require additional funding

### Known Support / Opposition

None.

## POLICY

### Travel and Meeting Reimbursement Policy

FM 13-2

**Category:** Financial Management

**Business Unit Responsible:** RA: Finance

**Policy Owner:** Deputy Chief Financial Officer

**Policy Contact:** Marie Henderson, Deputy Chief Financial Officer

**Synopsis:** Establishes uniform guidelines and authorizes the proper and timely reimbursement of employee business expenses for authorized travel and meeting expenses incurred while performing official Metropolitan Council business.

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## POLICY

The Council will reimburse employees for authorized travel and meeting expenses incurred while performing Council business. Employees must provide required documentation for each occurrence. Employees are responsible for submitting business expense reimbursement requests within 60 days of incurring the expense. Requests submitted after 60 days will result in the reimbursement becoming taxable income in accordance with Internal Revenue Service (IRS) requirements. Reimbursement may be denied for instances where employees do not comply with this policy.

### Local travel reimbursements

Employees must use the online process in [Employee Self-Service \(ESS\)](#) and complete an employee expense report for reimbursement.

Employees should use public transportation whenever available; however, there are times when public transportation may not be feasible due to location, timing, etc. If public transportation is not feasible, employees should use a Council vehicle when available. Use of a private vehicle should be the last option considered.

Expenses that may be reimbursable for local travel include:

- Mileage allowance rate
- Parking expenses
- Use of private vehicle for Council business
- Use of cab/taxi/Uber/Lyft

### Out-of-area travel reimbursements

To ensure reimbursement of non-local travel expenses, the [Out-of-Area Travel Request](#) form, with estimated costs must be approved prior to booking reservations or incurring travel expenses. After the trip, employees must fill out an [Out-of-Area Travel Expense Report](#) which includes a reconciliation of estimated costs and actual costs. Employees traveling on Council business are not permitted to receive credits or other benefits issued by lodging facilities, airlines, or other enterprises, such as frequent flier

miles or points toward free hotel room. (Minn. Stat. § 15.435). Travel arrangements must be booked through the Council's official travel booking tool – [SAP Concur](#).

Expenses that may be reimbursable for out of area travel include:

- Registration fees
- Meals and incidental expenses
- Lodging expenses
- Airfare/rail expenses
- Use of private vehicle
- Vehicle rental expenses
- Cab/taxi/Uber/Lyft fares
- Public transportation fares

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## PURPOSE & SCOPE OF POLICY

To ensure guidelines and expectations are set for reimbursable expenses pertaining to travel for official Council business.

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## IMPLEMENTATION & ACCOUNTABILITY

In the course of performing Council work, employees are occasionally required to travel to locations other than Council offices and incur costs related to carrying out their job duties. It is the Council's policy to reimburse expenses according to the guidelines set in this policy.

### **Managers**

Managers are responsible for understanding and complying with this policy and for applying it consistently throughout their jurisdictions. Managers are further accountable for reviewing all reimbursement requests to ensure they comply with this policy.

### **Financial services (Regional Administration)**

The finance department is responsible for reviewing all travel and meeting reimbursement requests and for promptly processing all such requests that comply with this policy.

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## PROCEDURES

- [FM 13-2a Local Travel Reimbursement Procedure](#)
- [FM 13-2b Out-of-Area Travel Arrangements and Expense Reimbursement Procedure](#)

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## RESOURCES

### **Relevant Policies & Procedures**

- [RF 3-1 Risk Management Policy](#)
- [RF 3-1a Risk Management – Vehicle Liability Claims Procedure](#)
- [HR 8-1 Employee Learning and Development Policy](#)
- [HR 8-1b Learning and Tuition Requests Procedure](#)
- [HR 8-1c Non-local Conference Participation Procedure](#)

### **Metropolitan Council Resolutions**

- [Metropolitan Council Resolution No. 2016-26](#): Resolution authorizing expenditures of public funds in accordance with the public purpose doctrine

## Minnesota Statutes

- [Minnesota Statutes Section 16B.55](#), subd. 4 (For reference only)
- [Minnesota Statutes Section 15.435](#)

## Federal Guidelines and Resources

- [Federal GSA Order 5770.1 Local Travel](#)
- [Federal GSA Per Diem Rates Out of Area Travel](#) – Allowances for lodging, meal and incidental costs while on official government travel
- IRS [Publication](#) 587 – Business use of your home

## Other Resources and Forms

- [Travel – Metnet Page](#)
- [Employee Self-Service \(ESS\)](#)
- [Out-of-Area Travel Expense Report](#)
- [Out-of-Area Travel Request](#)
- [SAP Concur](#) – Council’s travel booking tool
- [LOD form](#)

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## HISTORY

### Version 3 – Template Update

Not Set – Splitting the policy into a policy and two procedures ([FM 13-2a Local Travel Reimbursement Procedure](#) and [FM 13-2b Out-of-Area Travel Arrangements and Expense Reimbursement Procedure](#)) - the 2010 document was only a policy. Provide clarity to the policy and provide details in the procedures.

### Version 2 – Template Update

10/12/2020 - Updated content into new template.

### Version 1 – Approval Date

01/22/2010

### Last Reviewed Date

Not Set

### Next Content Review Date

07/15/2022

### Former Reference #

3-3-2

### Version

3

## PROCEDURE

### Local Travel Reimbursement Procedure

FM 13-2a

**Category:** Financial Management

**Business Unit Responsible:** RA: Finance

**Procedure Owner & Contact:** Marie Henderson, Chief Financial Officer

**Synopsis:** To provide guidance to employees with reimbursement for authorized local travel and meeting expenses incurred while performing official Council business.

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## GOVERNING POLICY

- [FM 13-2 Travel and Meeting Reimbursement Policy](#)

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## PROCEDURE

### Local travel reimbursements

Employees should use Employee Self-Service (ESS) to complete the online process for reimbursement. This reimbursement will be paid with the employee's paycheck process. Manual forms can be used, on an exception basis.

Employees should use public transportation whenever available; however, there are times when this mode of transportation may not be feasible due to location, timing, etc. If public transportation is not feasible, employees should use a Council vehicle when available. Use of a private vehicle should be the last option considered.

Items that may be reimbursable for local travel include:

#### Mileage allowance rate

- The Council will use the current IRS business mileage rate to calculate the costs of operating a personal vehicle for business purposes.
- Employees authorized to travel to an alternate work location will be reimbursed for mileage beyond their commuting miles calculation, on a round trip basis.
- The calculation of commuting miles must be attached to the employee expense report.
- No Council employee shall be compensated by the Council for use of a personal vehicle for travel between the employee's residence and the employee's primary work location. These are commuting miles, not business miles. (IRS Publication 535, Chapter 1)

## **Parking expenses**

- The Council will reimburse employees for the actual cost of parking at destinations other than Council offices when Council business requires the travel.
- The Council will reimburse employees for the actual cost of parking at Council's offices when a second parking fee is incurred. Actual parking expenses are those expenditures paid on and for the date of travel. Parking receipts are required for reimbursement and proof of second parking fee. (See examples below for illustrations about how this works.)

## **Use of Council vehicles**

- The use of Council vehicles for personal use is prohibited.
- Employees using a Council vehicle are required to have a valid driver's license.
- Council vehicles may only be used within the state of Minnesota. If driving to another state, a rental car may be used (see [FM 13-2b Out-of-Area Travel Arrangements and Expense Reimbursement Procedure](#)).
- Use of a Council vehicle for commuting will only be allowed in specific situations. Employees should work with their manager to get approval prior to use by the division general manager or executive director and the Deputy CFO.
- Use of a Council vehicle for commuting must be reported to the Payroll Department. ([Payroll@metc.state.mn.us](mailto:Payroll@metc.state.mn.us)). If a Council vehicle is used for commuting a value of \$3.00 per day will be reported to the IRS as taxable fringe benefit to the employee and will be reported on the employee's W-2, in accordance with the IRS' Commuting Valuation Rule. The specific situations in which the use of a Council vehicle for commuting is allowed by law are:
  - In connection with work-related activities during hours when the employee is working outside of scheduled working hours.
  - If the employee has been assigned the use of a vehicle for authorized business on an extended basis, and the employee's primary place of work is not the work location to which the employee is permanently assigned.
  - If the employee has been assigned a vehicle for business away from the employee's permanently assigned work location, and the employee's use of a Council vehicle to travel to the employee's residence before or after traveling to the assignment minimizes the number of miles traveled or the time needed to conduct the business.
- The Council will not pay a mileage allowance when employees use a Council vehicle. Parking expenses may be reimbursed to the employee. (Refer to parking expenses section)

## **Use of personal vehicle for Council business**

- Employee must have a valid driver's license.
- Employee must have at least the minimum insurance coverage required by law.
- The Council will pay a mileage allowance when employees use a personal vehicle for Council business. Parking expenses may be reimbursed to the employee. (Refer to Parking Expenses section)

## **Use of cab/taxi/ride sharing services for Council business**

- Local Travel - Any use of a cab, taxi, Uber/Lyft, or any other types of ride sharing services must be pre-approved by their division executive and the Deputy CFO, Deputy Regional Administrator,

or the Regional Administrator. The employee must present documentation of the business need and attach the authorization to the employee reimbursement.

### Receipts

Itemized receipts are required for all expenses except unattended parking lots, and parking meters.

- All original receipts must be attached to the employee expense report (attached scanned ESS receipts are acceptable).
- Receipts are not required for unattended parking lots, and parking meters.
- If an employee does not have the original receipt, they should request a duplicate receipt from the vendor.
- If the original receipt is lost and a duplicate receipt cannot be obtained from the vendor, the employee must explain why no receipt is attached. This explanation must be attached to the employee expense report. This must be rarely used by the employee. Excessive use of non-receipt explanations could mean the employee will not have the expense reimbursed.
- Canceled checks, credit card statements, and non-itemized credit card charge slips are not acceptable receipts.

### For Council Members: Mileage expense reimbursements authorization form

- Council members are not considered employees of the Council for income tax reporting and withholding purposes.
- Every year, the Council member will be asked to inform the finance department whether they will be claiming mileage reimbursement as allowed by the IRS.

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## ROLES & RESPONSIBILITIES

Role	Responsibilities
Employees	<ul style="list-style-type: none"> <li>• The employee must include only actual expenses and amounts, not to exceed the amount authorized by the department and by the employee’s labor agreement or compensation plan.</li> <li>• An employee may not report the expenses of another employee on their expense report.</li> <li>• The employee is responsible for attaching all required itemized receipts.</li> <li>• Claim forms must be submitted to the employee’s supervisor or other designated approver no more than 60 days from the date the expense was incurred. The employee’s supervisor must also approve expenses within 60 days from the date the expense was incurred. If the claim is not submitted or approved within 60 days from the date the expense was incurred, the expense will be paid as taxable income.</li> </ul>
Approving Supervisors	<ul style="list-style-type: none"> <li>• The supervisor is responsible for ensuring that all items required on the report have been completed, including funding information.</li> <li>• The supervisor must ensure that the required itemized receipts are attached, mileage claimed is for Council business, and the claim is accurate. The supervisor should approve or deny claims based on</li> </ul>

Role	Responsibilities
	these findings and is responsible for approving the submission in a timely manner.
Finance	<ul style="list-style-type: none"> <li>• Finance may return the expense report to the employee or their supervisor for clarification, correction, or additional documentation, as needed.</li> <li>• When the employee expense report is complete and the expenses are reimbursable, Accounts Payable staff will pass the information to the Payroll department for reimbursement on the employee's paycheck.</li> <li>• Finance will ensure that delinquent reimbursement requests are appropriately taxed, if submitted more than 60 days from the date the expenses were incurred.</li> </ul>

## LOCAL TRAVEL EXAMPLES

### Example #1

Employee commutes 15 miles (one-way) to their primary work location and incurs a parking expense of \$20 (parking from AM to leaving midday). At midday, employee leaves and drives 10 miles to an off-site business meeting (either a Council location or a non-Council location), where employee incurs a \$10 parking fee. After the meeting the employee drives 25 miles home.

Expense Description	Day's Expenses	Commuting Expenses	Reimbursable Expenses
Mileage	50 miles	30 miles	20 miles
Parking	\$30	\$20	\$10

Employee would be reimbursed for the 20 additional miles, which is beyond the employee's commuting mileage. Parking would be paid at the off-site location that is not a Council location, parking is also paid at another Council location because it was the second parking fee incurred. The first parking fee in the AM to leaving midday is considered commuting expense. (Commuting expenses are not reimbursed.)

### Example #2

Same as example #1 but employee returns to their primary work location after the off-site business meeting. And incurs \$15 parking fee.

Expense Description	Day's Expenses	Commuting Expenses	Reimbursable Expenses
Mileage	50 miles	30 miles	20 miles
Parking	\$45	\$20	\$25

Employee drove back to their primary work location and incurred additional (third) parking expense that would be covered.



### Example #3:

Employee works from home one day a week. On the day employee works from home, they drive to their primary work location 15 miles (one-way) due to an on-site meeting. They have a parking expense for the day of \$20.

Expense Description	Day's Expenses	Commuting Expenses	Reimbursable Expenses
Mileage	30 miles	30 miles	0 miles
Parking	\$20	\$20	\$0

Employee expenses are all commuting expenses and are not reimbursable travel, since their home is not their primary work location. Exception: If the employee meets the IRS requirements for an office in their home (which would only apply to Council members), for this example the employee would be reimbursed for the 30 miles and \$20 for parking.

### Example #4

Employee works Monday through Friday or has to come in on a Saturday or Sunday Employee is asked to work at their primary work location. They drive 15 miles (one-way) from their residence and primary work location (or another Council location). They pay \$20 for parking.

Expense Description	Day's Expenses	Commuting Expenses	Reimbursable Expenses
Mileage	30 miles	30 miles	0 miles
Parking	\$20	\$20	\$0

Employee expenses are all commuting expenses and are not reimbursable travel. If the Council location (other than primary) was a greater distance than 30 miles (round-trip), employee would be reimbursed for mileage above their commuting mileage.

### Example #5

Employee works Monday through Friday or has go to a meeting on non-scheduled day. Employee is asked to work at on off-site location (not a Council Location). They drive 25 miles (one-way) from their residence to the off-site location and drive back home after the workday. The distance between the employee's residence and primary work location is 15 miles (one-way) They pay \$10 for parking at the off-site location.

Expense Description	Day's Expenses	Commuting Expenses	Reimbursable Expenses
Mileage	50 miles	30 miles	20 miles
Parking	\$10	\$0	\$10

Employee would be reimbursed for the 20 additional miles, which is beyond the employee’s commuting mileage. Parking would be paid at an off-site location that is not a Council location.

### Example #6

Typically, employee commutes 30 miles (round trip) from their residence to their primary work location via the bus. Employee is directed to attend a meeting away from their primary location, not at a Council location. Employee drives to the off-site meeting and incurs a \$10 parking fee. After the meeting the employee stops by their primary work location and incurs a \$15 parking fee. The employee then returns home at the end of the day; driving total for the day was 80 miles.

Expense Description	Day’s Expenses	Commuting Expenses	Reimbursable Expenses
Mileage	80 miles	30 miles	50 miles
Parking	\$25	\$15	\$10

The employee’s expenses are based on their expenses associated with driving, not with the mode of transportation they typically use. The additional mileage and parking incurred at the meeting site are reimbursable. The commuting miles and parking at the primary work location are considered commuting expenses. The example would be the same if an employee typically drives to work each day.

## RESOURCES

### Relevant Council Procedures

- [FM 13-2b Out-of-Area Travel Arrangements and Expense Reimbursement Procedure](#)
- [RF 3-1a Risk Management – Vehicle Liability Claims Procedure](#)

### Metropolitan Council Resolutions

- [Metropolitan Council Resolution No. 2016-26](#): Resolution authorizing expenditures of public funds in accordance with the public purpose doctrine

### Minnesota State Statutes

- [Minnesota Statutes Section 16B.55 subd. 4 \(for reference only\)](#)

### Federal Guidelines and Resources

- [Federal GSA Order 5770.1 Local Travel](#)
- [U.S. General Services Administration Per Diem Rates](#) – Allowances for lodging, meals, and incidental costs while on official government travel

### Forms

- [Employee Self-Service \(ESS\)](#)
- For Council Members: Mileage expense reimbursements authorization form

## HISTORY

### Version 1 – Approval Date

Not Set

### Last Reviewed Date

Not Set

**Next Content Review Date**

Not Set

**Version**

1

review

## PROCEDURE

### Out-of-Area Travel Arrangements and Expense Reimbursement Procedure

FM 13-2b

**Category:** Financial Management

**Business Unit Responsible:** RA: Finance

**Procedure Owner:** Marie Henderson, Chief Financial Officer

**Procedure Contact:** Michele Heupel, P-Card Manager

**Synopsis:** To provide guidance to employees regarding travel arrangements and reimbursement for authorized out-of-area travel expenses incurred while performing official Council business.

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## GOVERNING POLICY

- [FM 13-2 Travel and Meeting Reimbursement Policy](#)

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## PROCEDURE

### Out-of-area travel arrangements and reimbursements

To ensure reimbursement of travel expenses, the [Out-of-Area Travel Request](#) with estimated costs must be approved prior to booking reservations or incurring travel expenses. After the trip, employees must fill out an [Out-of-Area Travel Expense Report](#) to reconcile estimated costs and actual costs. Employees traveling on Council business are not permitted to receive credits or other benefits issued by lodging facilities, airlines, or other enterprises. Travel arrangements must be booked through the Council's official travel booking tool – [SAP Concur](#). The Council owns one central travel card managed by the travel department. Individual corporate cards are not issued to travelers.

#### Authorization for out-of-area travel

- All out-of-area travel must be fully approved prior to booking travel arrangements.
- Prior authorization for out of area travel must be documented on the [Out-of-Area Travel Request](#) with supporting documentation, including conference schedules and pricing information.
- To take advantage of the best pricing for airfare and lodging, the [Out-of-Area Travel Request](#) should be submitted to allow enough time to finalize travel arrangements at least 10 days prior to anticipated departure date.
- The Council Chair authorizes out-of-area travel for Council Members; the General Manager/Division Director approves out of area travel for all other employees and may further delegate the authority.

#### Request electronic LOD approval

- If an employee is traveling for a conference or training, an [eLOD Request](#) must be submitted and approved by the employee's manager before booking travel arrangements.

- Once the LOD Request is approved for the conference or training, the employee is responsible for arranging payment via Purchasing Card (P-Card) or for submitting the invoice to Accounts Payables to be paid via electronic transfer or check.

### **Meals and incidental expenses**

- Employees will be reimbursed on a per diem basis for meals and incidental expenses in an amount no greater than the federal per diem rates per individual city, including foreign cities, as determined by the [U.S. General Services Administration \(GSA\)](#).
- The per diem rates for meals and incidental expenses for the first and last day of travel is equal to 75% of the daily amount.
- The incidental expenses portion of the per diem allowance includes other costs such as gratuities for services (e.g. concierge, room service, etc.).
- Meals provided as part of the following must be deducted from the daily meals and incidental expense rate:
  - Meals included in conference registration fee
  - Continental breakfast included in lodging expense
  - Meals provided as part of airfare
- When a private vehicle is used for out-of-area travel in lieu of air travel, the per diem allowance shall be paid only for the travel days required if the trip had been made by air.
- Expenses for alcoholic beverages will not be reimbursed under any circumstance.

### **Lodging expenses**

- Employees must book lodging through the Council's travel booking tool, [SAP Concur](#), unless a group rate is provided through the event organizer. If a group rate is available, the employee must provide the [travel department](#) with the details required to book the reservation.
- Government rates should be utilized wherever possible. Recommended lodging rates by location are provided by [U.S. General Services Administration \(GSA\)](#).
- Employees are not permitted to collect or use lodging reward points while on Council business.
- Employees must stay at a licensed lodging facility.
  - Employees will not be reimbursed for staying at the house of a relative, friend, or personally owned property.
  - Online marketplaces offering short-term rentals by property owners are not allowed (e.g., Airbnb, VRBO, etc.)
  - Any exceptions need to be pre-approved through the travel department manager.
- If travel dates are extended for personal travel, the employee is responsible for booking and paying for lodging arrangements for nights not required for Council business.
- Lodging reservations booked through [SAP Concur](#) or the travel department are paid with the Council's central travel card.

### **Airfare/rail expenses**

- Air travel is the preferred mode for most out-of-area travel.
- Airfare or rail travel must be booked through the Council's travel booking tool, [SAP Concur](#), at the most cost-effective rate available, i.e., coach class.

- Maximum reimbursement shall be for the lesser of the actual cost of the mode of transportation chosen, or the least expensive airfare available.
- If the flight dates are extended for personal travel, the employee must contact the travel department prior to booking the flights to document the difference in flight prices between business travel dates and personal travel dates.
- Employees must decline airline travel credits or other benefits (including vouchers from being bumped from a flight) from travel paid for by the Council. If benefits are received, employee must contact the vendor and request that the miles or credits be removed from their profile. Employees cannot use personal miles to cover the expense of the flight.
- Airfare/rail expenses for reservations booked through [SAP Concur](#) are paid with the Council's travel card once the travel is booked.

### **Use of private vehicle**

- Vehicle insurance requirements are identical to those required under [FM 13-2a Local Travel Reimbursement Procedure](#) .
- When business travel exceeds 100 miles, the cost to the agency is lower using a rental vehicle, when compared to the personal mileage reimbursement standard.
- Mileage reimbursement: Employees electing to use a private vehicle for out-of-area travel will be reimbursed for actual miles traveled at the standard mileage rate as determined by the IRS or the amount of the least expensive airfare available for the same destination, whichever is less. If an employee chooses to drive instead of fly when flying is more cost-effective, the employee must contact the travel department once the [Out-of-Area Travel Request](#) has been approved to document the difference between air travel and mileage reimbursement.

### **Vehicle rental expenses**

- All vehicle rentals require prior approval on [Out-of-Area Travel Request](#) to be reimbursable.
- Vehicle rentals should only be approved if the vehicle rental is more economical and efficient than public transportation or a taxi.

Authorized travelers will be reimbursed for the actual cost of the approved vehicle rental and gasoline charges.

- Vehicles must be reserved through the Council's travel booking tool, [SAP Concur](#), to ensure the best available rates, appropriate insurance coverage, and compliance with the terms of the current vehicle rental contract.
- The Council's travel card is used to reserve rental vehicles but because car rental companies do not allow third-party billing, the employee is responsible for providing a personal credit card at the time of vehicle pick-up and for paying the final invoice when returning the vehicle. The employee must retain the invoice from the car rental company and the itinerary from the travel management company when submitting vehicle rental expenses for reimbursement.
- Employees should rent the least expensive vehicles available allowing for the number of people using the vehicle.

### **Other reimbursable business-related expenses**

- Toll charges
- Public transportation fares
- Taxi/ride-sharing fares (including tips)
- Parking
- Business center costs (e.g. copying, faxing etc.)

## **Non-reimbursable expenses - not an all-inclusive list**

- TSA PreCheck or passport application fees
- Flight insurance
- Flight upgrades (e.g., business, first class, etc.)
- Airline seat selection fees
- In-flight meals and entertainment
- Spouse/companion's expenses
- Additional charges resulting from extending dates of travel for personal reasons
- Room upgrades at hotel
- Room service or in-room entertainment (e.g., movies, gaming systems, etc.)
- Early check-in or late check-out at hotel
- Internet connectivity at the hotel (may be reimbursable with a business need)
- Laundry and/or dry-cleaning expenses (unless business travel exceeds 7 days)
- Rental vehicle upgrades (e.g., GPS, satellite radio, etc.)
- Private vehicle expenses (e.g., insurance coverage, repairs, etc.)
- Driving or traffic violations
- Entertainment
- Alcohol
- Personal expenses, such as barbers/hairstylists, toiletries, health club fees, prescriptions and non-prescription medications
- ATM fees or interest charges/late fees on credit card statements
- Dependent care for employees' dependents
- Pet care costs

## **Expense reimbursement request**

Once travel is complete, the employee is required to reconcile their actual travel expenses with the approved estimated expenses using the [Out-of-Area Travel Expense Report](#).

- All itemized receipts must be attached to the [Out-of-Area Travel Expense Report](#)
- Receipts are not required for meals or incidental expenses covered under the per diem for meals and incidental expenses.
- Receipts are required for hotels, airfare, and car rentals (as these should have been booked with our travel department)
- If an employee does not have the itemized receipt, they should request a duplicate receipt from the vendor. Itemized receipts are not required for unattended parking lots or parking meters if one is not provided.
- If the itemized receipt is lost and a duplicate receipt cannot be obtained from the vendor, the employee must explain why no receipt is attached. This explanation must be attached to the [Out-of-Area Travel Expense Report](#). This must be rarely used by the employee. Excessive use of non-receipt explanations could result in non-payment of the expense.
- Canceled checks, credit card statements, and non-itemized credit card charge slips are not acceptable receipts.
- An advance payment based on the estimated travel costs submitted in the [Out-of-Area Travel Request](#) will be mailed to the address provided on the form approximately 10-14 days prior to the date of departure.
- The employee's manager is responsible for reviewing and approving the Out-of-Area Travel Expense Report prior to submitting the report to Accounts Payable for reimbursement.

## ROLES & RESPONSIBILITIES

Role	Responsibilities
Employees	<ul style="list-style-type: none"> <li>• The employee must include only actual expenses and amounts, not to exceed the amount authorized by the department and by the employee’s labor agreement or compensation plan.</li> <li>• An employee may not report the expenses of another employee on his/her expense report.</li> <li>• The employee is responsible for submitting all required itemized receipts.</li> <li>• The claim forms must be submitted to the employee’s supervisor or other designated approver <b>no more than 60 days</b> from the date the expense was incurred. The employee’s <b>supervisor must also approve expense within 60 days</b> from the date the expense was incurred. If the claim is not submitted and approved within 60 days from the date the expense was incurred, the expense will be paid as taxable income.</li> </ul>
Approving Supervisors	<ul style="list-style-type: none"> <li>• The supervisor is responsible for ensuring that all items required on the report have been completed, including funding information.</li> <li>• The supervisor must ensure that the required itemized receipts are attached, mileage claimed is for Council business, and the claim is accurate. The supervisor should approve or deny claims based on these findings and is responsible for approving the submission in a timely manner.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Finance may return the expense report to the employee or their supervisor for clarification, correction, or additional documentation as needed.</li> <li>• When the employee expense report is complete and the expenses are deemed reimbursable, Accounts Payable staff will process a check for the overage of travel expenses incurred or request reimbursement from the employee.</li> <li>• Finance will ensure that delinquent reimbursement requests are appropriately taxed, if submitted more than 60 days for the time expenses were incurred.</li> </ul>

## RESOURCES

### Related Policies

- [FM 13-3 Council Member Out-of-Area Travel Policy](#)

### Related Procedures

- [FM 13-2a Local Travel Reimbursement Procedure](#)
- [HR 8-1c Non-local Conference Participation Procedure](#)
- [RF 3-1a Risk Management – Vehicle Liability Claims Procedure](#)



### Metropolitan Council Resolutions

- [Metropolitan Council Resolution No. 2016-26](#): Resolution authorizing expenditures of public funds in accordance with the public purpose doctrine

### Minnesota Statutes

- [Minnesota Statutes Section 15.435](#)

### Federal Guidelines and Resources

- [U.S. General Services Administration \(GSA\)](#) - Allowances for lodging, meal and incidental costs while on official government travel

### Forms

- [Out-of-Area Travel Request](#)
- [Out-of-Area Travel Expense Report](#)
- [eLOD Request](#)

### Other Resources

- [Travel – Metnet Page](#)
- [SAP Concur](#) – Council’s Travel Booking Tool

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## HISTORY

### Version 1 – Approval Date

Not Set

### Last Reviewed Date

Not Set

### Next Content Review Date

Not Set

### Version

1