

Expense Reports

**Date:** 04/28/2024

**To:** NHWSB

**From:** Linnea Becerra, OAS

## Expense Reports Information

Expense reports are covered in chapter 15 of the [Commissioners Plan](https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/Summary%20of%20Commissioner%27s%20Plan%20Changes%20for%202023%20-%202025%20%28002%29.pdf) on pages 68-71. Expense reports are unique to each member and include a vendor number. Please follow these guidelines when completing reports:

* Fill out one report per day or event/meeting.
* The grey example line establishes the distance from the members home to DLI and is not included in subtotals.
* Make sure there is a date in each date box.
* Be as specific as possible when filling in the description box.
* Include the per diem amount once per day, regardless of how many meetings you attended that day.
* Upon completion sign and date, the report then submit to the office administrator.

### Example Report:

Below is an example expense report.

Graphical user interface, application, table, Excel

Description automatically generated

### Hotel Guidelines:

To stay overnight in a hotel, please follow the guidelines below:

* Reach out to the Office Administrator at least 48 prior to the reservation. The department will book the hotel and send the confirmation and instructions to the members.
* Keep receipts for supplemental expenses and submit with the expense report.
* If you book a hotel for a board related event or meeting, retain the receipt, and add it as a line on the expense report.

### Meal Guidelines:

|  |  |  |
| --- | --- | --- |
| Meal | Travel Status | Reimbursement Amount |
| \*Breakfast | * be in travel status before 6 am   or   * away from home overnight | 11.00 |
| Lunch | * be more than 35 miles from home | 13.00 |
| Dinner | * be in travel status after 7 pm   or   * away from home overnight | 19.00 |
| “Employees who are in travel status for two (2) or more consecutive meals shall be reimbursed for the actual costs of the meals including tax and a reasonable gratuity, up to the combined maximum amount for the reimbursable meals.”  Combined maximums:   * Breakfast and Lunch- 24.00 * Lunch and Dinner- 34.00 * Dinner and Breakfast- 30.00 | | |
| \*If breakfast is provided at the hotel in which you are staying, you cannot be reimbursed for an outside meal | | |

#### Notes:

Reach out to the office administrator [Linnea Becerra](mailto:linnea.becerra@state.mn.us), with any questions regarding your reimbursable expenses.