



## **Literacy Minnesota** **Travel Expense Reimbursement Policy**

Requests for travel may include expenses for mileage, meals, and lodging, and parking. It is recognized that travel is essential but economizing in any manner possible is encouraged.

### **Mileage**

The traveler is entitled to claim round trip mileage at the approved federal rate when attending approved meetings and conferences. This applies to those who travel 100 miles or more per round trip.

### **Lodging**

Travelers should select accommodations from moderately priced hotel properties, not to exceed \$100 per night, tax included. Preferences should be given to hotels that offer a government rate unless the location is inappropriate for the purpose of the trip. For example, when attending seminars and conventions, travelers may stay at the facility hosting the meeting.

### **Meals**

When traveling overnight, travelers will be reimbursed for meals not provided by the hotel or the meeting host. All meals expensed must have receipts. A reasonable gratuity, not to exceed 20%, may be included. Alcohol is considered a non-reimbursable expense. The maximum reimbursement for meals including tax and gratuity, shall be:

Breakfast - \$8.00

Lunch - \$10.00

Dinner - \$17.00

### **General Requirements**

The requirements for expense reports are as follows:

- ◆ Expense report forms may be downloaded from the Literacy Minnesota website.
- ◆ Expense reports should be completed and submitted within 60 days of the event/meeting.
- ◆ All expenses included on the expense report must be accompanied by an original receipt or a brief explanation of expense (mileage). Credit Card statements will not be accepted as evidence of a receipt.