



BrightWorks Policy 412: Expense Reimbursement

PROPOSED POLICY BrightWorks Expense Reimbursement

Copied from 412 MSBA Model Policy Manual, Expense Reimbursement

Note: Districts/MN service cooperatives are required by statute to have a policy addressing these issues.

I. PURPOSE

The purpose of this policy is to identify BrightWorks business expenses that involve initial payment by an employee and qualify for reimbursement from BrightWorks, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All BrightWorks business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary BrightWorks business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official BrightWorks form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The Executive Director shall develop a schedule of reimbursement rates for BrightWorks business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Executive Director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Air Transportation

First-class air transportation fares will not be reimbursed unless authorized by the Executive Director prior to the expense being incurred. Reimbursement for travel, which includes more than one destination, visited for BrightWorks-related purposes and non-BrightWorks-related purposes shall be in an amount equal to the cost of the airfare only to those destinations visited for work-related purposes.



Business Expenses with Personal Funds

Business purchases made with an employee's personal funds are reimbursable expenses. Electronic versions of expense report forms are available on the Shared Drive/General BrightWorks/Forms.

Food & Beverages

Employees are reimbursed for meals purchased outside the seven-county metropolitan area while on BrightWorks business. Under certain circumstances, meals purchased within the seven-county area by staff for themselves and/or others critical to BrightWorks-related business conducted during the meal may be reimbursable. Such meals are subject to the restriction that disallows providing items that constitute a gift of more than \$25 in value to any individual and must be approved in advance by the Executive Director.

Employees shall be reimbursed for food and beverage expenses as follows:

- Breakfast – Breakfast reimbursement may be claimed if the employee leaves home before 6AM or is away from home overnight.
- Lunch – Lunch reimbursement may occasionally be claimed if the employee's schedule is such that they do not have time between meetings to return to the office or go home for lunch or is away from home overnight.
- Dinner – Dinner reimbursement may be claimed if the employee cannot return home until after 7PM or is away from home overnight.

Refer to the current Commissioner's Plan document below for maximum reimbursement amounts for food and beverage expenses including tax and gratuity.

No reimbursement will be allowed if an employee chooses to purchase a meal when a meal is included in the registration fee for a workshop or conference.

Variance due to special circumstance shall be approved by the Executive Director.

Commissioner's Plan Reimbursement Amount

When federal or state grant dollars are requested for reimbursement of expenses, the guidelines set forth in the Minnesota Management & Budget Commissioner's Plan will take precedence. No food and/or beverage costs over the Commissioner's Plan will be reimbursed.

The Commissioner's Plan must be used for all expense reimbursement for BrightWorks staff working under federal and state grants. BrightWorks Policies, Expenses & Reimbursement, will apply for all other expenses incurred by BrightWorks.

Employees shall be reimbursed for food and beverage expenses as follows:

- Breakfast – Breakfast reimbursement may be claimed if the employee leaves home before 6AM



or is away from home overnight.

- Lunch – Lunch reimbursement may be claimed if the employee is in travel status more than 35 miles away from his/her normal office or is away from home overnight.
- Dinner – Dinner reimbursement may be claimed if the employee cannot return home until after 7PM or is away from home overnight.

Meal reimbursement amounts include tax and a reasonable gratuity. See amounts in current Commissioner's Plan below.

Employees who are in travel status for two or more consecutive meals on the same day and who forgo a meal may be reimbursed for actual expenses up to the sum of the forgone meal and the current meal.

Commissioner's Plan Reimbursement Amount Exceptions:

Refer to the current Commissioner's Plan document below for amount exceptions.

Minnesota Management and Budget Commissioner's Plan

Refer to the current Commissioner's Plan document below for maximum reimbursements for food and beverage expenses including tax and gratuity.

Alcoholic Beverages

Absolutely no alcoholic beverages will be reimbursed under either BrightWorks Policies, Expenses & Reimbursements, or the Commissioner's Plan. Gratuities are not to exceed 20%.

Lodging Expenses

Staff are reimbursed for lodging when traveling outside the seven county (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington) metropolitan area on BrightWorks business.

Reimbursement applies to personal and individual lodging expenses only and requires receipts or other documentation (conference brochure and/or registration form) detailing lodging expenses. Staff are expected to exercise good judgment in incurring lodging expenses and should ensure that charges are reasonable and consistent with facilities available. Employees should receive reimbursement approval from the Executive Director prior to making final arrangements.

Travel Expenses

Staff may be reimbursed for personal and individual transportation costs while executing BrightWorks business. Reimbursement applies only to distances in excess of the employee's normal daily commute (actual miles traveled less the number of miles the employee travels between home and his/her usual work site). Employees are reimbursed for use of their private vehicle at the rate allowed by the IRS at the time the expense was incurred.



If anticipated travel expenses total \$50.00 or more, a travel advance may be requested within a reasonable period of time prior to the travel date. If the advanced amount exceeds the actual expense, all excess funds should be turned into Financial Services within two weeks of return from travel.