

## Commissioner's Plan

### OVERVIEW FOR GRANTEE TRAVEL REIMBURSEMENT (1.1.2020)

Below is an overview of the State of Minnesota Commissioner's Plan which outlines limits for allowable grantee travel expenses. Authorization must be granted prior to incurring the actual expenses, typically by including travel expenses in the grantee budget reviewed and approved by the State's Authorized Representative. Out of state travel requires prior approval from the State's Authorized Representative.

Grantees may be reimbursed for expenses described below in the amounts actually incurred. Reimbursement may not exceed the maximum amounts listed below. Contact your MDH grant manager with any questions.

The full Commissioner's Plan, Chapter 15, Expense Reimbursement, is available here:  
[www.mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp](http://www.mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp)

#### 2020 Commissioner's Plan Summary

| Expense  | Allowable Amount   |
|--|--|
| Mileage  | Current IRS mileage rate (\$0.575/mile effective January 1, 2020)  |
| Parking/Tolls  | Actual parking fees and toll charges   |
| Commercial Transportation  | Such as air, taxi, airport shuttle, rental car, baggage handling, etc.<br>No air transportation by first class unless approved by the State's Authorized Representative.             |
| Breakfast (leave home prior to 6 am or away overnight)                             | \$9.00   |
| Lunch (travel status more than 35 miles away from normal office or away overnight) | \$11.00  |
| Dinner (if grantee cannot return home until after 7 pm or away overnight)          | \$16.00  |
| Lodging  | Hotel and motel accommodations provided that grantee exercise good judgment in incurring lodging costs and that charges are reasonable and consistent with the facilities available. |

All maximum rates for meals include tax and a reasonable gratuity. When in travel status for two or more consecutive meals, grantees shall be reimbursed for actual costs of the meals, including tax and a reasonable gratuity, up to the combined maximum amount for the reimbursable meals.

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To obtain this information in a different format, call: 651-201-3880.