



# MACM EXPENSE REIMBURSEMENT POLICY

For purposes of this policy, “travel status” is defined as: a situation in which a member is away from their permanent work station assignment, when assigned to and conducting pre-approved Minnesota Association for Court Management (MACM) business.

## **Vehicle Expense**

When a person is required to use his/her personal vehicle to conduct authorized MACM business or attend committee meetings, the person shall be reimbursed by MACM for the use of his/her privately owned vehicle at the current Federal IRS mileage reimbursement rate or per Minnesota State Statute.

Only mileage in excess of the employee’s regular commuting daily round trip distance between home and their permanent work station will be reimbursed. When an employee does not report to the permanent work location during the day or makes MACM related trips before or after reporting to the permanent work location, the allowable reimbursable mileage is calculated as: Total miles driven during the day while conducting MACM business, less the normal commuting miles between home and the permanent work station.

## **Meals**

MACM committee members shall claim reimbursement only for the amount actually paid for meals when in travel status, not to exceed any maximum amounts specified below.

All requests for meal reimbursement must be accompanied by a receipt showing the actual expense. Meals include tax and a reasonable gratuity, excluding any alcoholic beverages. Employees shall be reimbursed for meals under the following conditions:

1. **Breakfast.** Breakfast reimbursements may be claimed if the employee leaves home before 6:00 a.m. or is away from home overnight.
2. **Lunch.** Lunch reimbursements may be claimed if the employee is in travel status or is away from home overnight.
3. **Dinner.** Dinner reimbursements may be claimed if the employee cannot return home until after 7:00 p.m. or is away from home overnight.
4. **Reimbursement Amount.** The maximum reimbursement for meals including tax and gratuity shall not exceed:

Breakfast	\$9.00
Lunch	\$11.00
Dinner	\$16.00

For the following metropolitan areas and any location outside the 48 contiguous United States, the maximum reimbursement shall be:

Breakfast	\$11.00
Lunch	\$13.00
Dinner	\$20.00
Daily Maximum	\$44.00

Atlanta	Denver	Miami	San Diego
Baltimore	Detroit	New Orleans	San Francisco
Boston	Hartford	New York City	Seattle
Chicago	Houston	Philadelphia	Washington, DC
Cleveland	Kansas City	Portland, Oregon	
Dallas/Fort Worth	Los Angeles	St. Louis	

### **Group Meals**

Expenses related to group meals and refreshments for meetings required to perform duties of the organization may be paid by MACM with approval of the MACM President.

Prior approval for meal expenses is not required for the following standing meetings:

- Meeting occurring over normal meal hours where members would not have time to take a meal break, including but not limited to:
  - Committee meetings on monthly MACM meeting day,
  - Board of Directors meetings, and
  - Executive Committee meetings.

\*Meeting minutes should note attendees to verify the number of purchased meals was appropriate.

### **Lodging**

MACM will reimburse a person for lodging when he/she is participating on a MACM committee or other official MACM business if he/she must leave prior to 8:00 a.m. to participate. He or she is expected to use good judgment in incurring lodging costs. He/she should obtain the government rate where possible when making lodging arrangements. Charges shall be reasonable and consistent with the facilities available.

Reimbursement for lodging is always based on the single room rate. All reimbursement requests for lodging must be accompanied by a receipt showing the actual expense, and must include a justification statement to document where prior approval was given.

### **Parking Fees**

MACM will reimburse for the actual parking fee whenever a person is participating on a MACM committee or other official MACM business. Charges shall be necessary and reasonable, and consistent with the facilities available. When a receipt or other evidence of payment is issued to a person, such receipt must be submitted with the expense reimbursement request.

### **Other Expenses**

MACM will reimburse a member for other miscellaneous expenses, such as national conference registration fees, rental cars, airline tickets, etc, if the expense is associated with official MACM business and the expense is pre-approved by a majority of the MACM Officers.

### **NACM Conference Attendance**

Annual budget approval signifies reoccurring approval for the President to attend one NACM conference per year, and the Education Committee Chair to attend one NACM conference during each two-year term.

### **Payment of Expenses**

Expense reports shall be submitted on the most recently approved MACM business expense claim form to the MACM Committee Chairperson for review and approval. When the expense is incurred for official MACM business that is not associated with a MACM Committee, the expense form shall be submitted to the MACM President for approval. When requesting reimbursement for expenses, he/she must include original receipts for all travel, lodging, parking, meals and any other expenses incurred while participating in official MACM business. In order to be reimbursed by MACM, all requests for reimbursement must be submitted to the MACM Treasurer within 60 days from the date the expense is incurred.

### **Eligibility**

Regular and Associate MACM members in good standing are eligible for expense reimbursement by MACM. Retired and Honorary members are not eligible for expense reimbursement for mileage, lodging, meals, parking, or any other expenses.

### **Effective Date**

**This policy will take effect on October 4, 2017.**

Revisions in effect on January 1, 2007.

Revisions in effect on February 1, 2007.

Revisions in effect on July 1, 2009.

Revisions in effect on July 2, 2011.