

South East Minnesota Regional Radio Board
Expense Reimbursement Rates and Policy
June 8, 2009; Revised April 8, 2013; Revised June 8, 2015

POLICY #1

It shall be the policy of the South East Minnesota Regional Radio Board that certain expenses shall be reimbursable for travel, meal and lodging expenses incurred as a result of authorized travel and meetings representing the interests of the South East Minnesota Regional Radio Board, its committees, subcommittees and work groups and representatives.

For an expense to be considered eligible for reimbursement, the meeting, event or committee appointment requiring travel must be pre-approved for reimbursement by the South East Minnesota Regional Radio Board. Examples include, but are not limited to:

1. Meetings of the Statewide Radio Board, its committees, subcommittees or work groups;
2. Meetings of the committees of the South East Minnesota Regional Radio Board;
3. Liaison and coordination with other regions, their Boards and committees to ensure consistent planning and interoperability;
4. Other meetings as determined and approved by the South East Regional Minnesota Regional Radio Board.

An application of this policy could include reimbursement of all appropriate expenses for representatives serving on the Statewide Radio Board Operations and Technical Committee, Grant or Interoperability Work Groups or the South East Minnesota Regional Radio Board User Committee without specific authorization for each and/or occurrence.

All requests for reimbursement of expenses shall be on a form approved by the South East Regional Radio Board (attached hereto) and submitted to the appropriate representative of the administrative agent. All requests for reimbursement shall be processed in accordance with the standard policies of the administrative agent.

Approved 06/08/2009; Revisions approved 08/09, 02/2010, 02/2011,02/2012;4/2013; 6/2015

Reimbursement of expenses for travel, meals and lodging will be based upon the Commissioner's Plan, as provided in Minn. Stat. Section 15.0575 which only allows a Commissioner who receives a salary from the County for work as an elected official is barred under the statute from collecting a per diem from the Regional Radio Board if he or she is paid by the County for the same period of time. The reimbursement rates and policies that are authorized by and/or included in the most recent version of the Plan are summarized below:

Mileage Rate: Rate established by the Federal Government.

Meals: Rate established by State of MN Per Diem for current year.
2015 - B= \$9, L= \$11,D= \$16

Lodging: Actual Expense

1. Reimbursement of lodging expenses requires a receipt and any other expenses over \$75.
2. Meal reimbursements require a receipt (If a meal is not offered via a conference or hotel or any other circumstance):
 - a. Breakfast expense is reimbursable if claimant is away from home overnight.
 - b. Lunch expense is reimbursable if claimant is away from home overnight or the business purpose is documented.
 - c. Dinner expense is reimbursable if claimant is away from home overnight or if business purpose is documented.
3. Mileage will only be reimbursed to those who do not use County/City owned vehicles.
4. Mileage will not be paid to County/City officials who are already receiving a salary or per diem.

The rates contained in this policy will be modified as changes are posted by the State of Minnesota and approved by the South East Minnesota Regional Radio Board. It shall be the general policy of the Board to adopt reimbursement rate modifications consistent with effective dates of the Commissioner's Plan adopted by the State of Minnesota; however, the Board retains the authority to set the effective date for all changes and modifications to this policy in a manner consistent with the best interests of the South East Minnesota Regional Radio Board.

Reimbursement of expenses under this policy is limited by the availability of funds for this purpose specifically budgeted by the South East Regional Radio Board or obtained from grant resources dedicated to payment of expenses consistent with the policy and grant reimbursements.

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