

MACM EXPENSE REIMBURSEMENT POLICY

Vehicle Expense

When a person is required to use his/her personal vehicle to conduct authorized Minnesota Association for Court Management (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 Court 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 Court 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	\$7.00
Lunch	\$9.00
Dinner	\$15.00

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.

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.

Payment of Expenses

Expense reports shall be submitted on the prescribed MACM Expense Form to the MACM Committee Chairperson for 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 January 1, 2007.

Revisions in effect on February 1, 2007.

Revisions in effect on July 1, 2009.

Revisions in effect on July 2, 2011.