

Process for Council Member Business Expense Reimbursement Claims

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Staffing Contact: Linda Gremillion at linda.gremillion@state.mn.us or 651.338.3658 (voice or text message)

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Step 1: Register as a State of MN Vendor

A vendor account is required to pay business expense claims.

To apply for your State of MN Vendor Number, visit: [Minnesota Supplier Portal Registration](#).

Things to note about registering for a State of MN Vendor Account

The vendor portal is known to have accessibility issues. We are strongly advocating for a completely accessible and independent vendor website portal; however, at this time, we understand there may be some accessibility issues for some users. If you have access issues, you will need to directly contact the State of MN Vendor Assistance Help Desk at 651.201.8100, option 1, option 1. Also, please reach out to Linda Gremillion at MCD to report that you've made an access request of the Help Desk so we can track these complaints.

- Federal Tax ID **or** Social Security number required.
- Direct Deposit is *Strongly Encouraged*.
- You must maintain an accurate address in the vendor system at all times.
- Registering as a vendor is a one-time action. You only need to register once.
- Send MCD Staff (Linda Gremillion, linda.gremillion@state.mn.us) your vendor number when your vendor registration process is complete.

- Payments take up to 30 days to process, AFTER the date you sign the DocuSign authorization.
- Rush payments can be requested and are often honored.

Step 2: Understanding Reimbursement Allowances

Use the Council Member Business Expense Claim Form to request per diem and business expense reimbursement payments. This form is found on the MCD website.

The following are State of Minnesota approved business expense claim allowances:

Per diem

\$55 per day maximum

Travel

1. Mileage (documentation required) – as of January 1, 2021
 - a. .56 cents per mile for standard vehicle
 - b. .65 cents per mile for modified vehicle (such as a lift equipped, or hand-controlled vehicle)
 - c. Mileage is calculated with the shortest distance between point A & B, no matter the route you traveled
 - d. MCD staff calculates required mileage documentation
2. Lodging (receipt required)
 - a. Reasonable rates are reimbursed as determined by the State according to standard rates in a geographical area
 - b. Ask for Government Discount, if possible
3. Meals (no receipt required, flat rate):
 - a. Breakfast - \$9. You must be in travel status before 6:00 a.m. to be eligible for a breakfast claim
 - b. Lunch - \$11
 - c. Dinner - \$16. You must be in travel status after 7:00 p.m. to be eligible for a dinner claim
4. Child Care. Reimbursement must be arranged in advance
5. PCA Care. Reimbursement must be arranged in advance
6. Other expenses can be eligible - must be approved by ED and Chair in advance
7. Out of State Travel can be eligible – must be approved by ED and Chair in advance

Step 3: Requesting Reimbursement - Forms and DocuSign

- Fill out the Business Expense Claim Form
 - Can be found at [Council Member Resources](#)
 - Completed business expense forms are emailed to: linda.gremillion@state.mn.us
 - Each reimbursement form has fields for 4 claims or instances of reimbursement.
 - Meetings, community activities and other approved instances are allowable
 - It is recommended that you submit at least 4 claims per form, as this cuts down on the DocuSign fees.

- DocuSign authorization
 - MCD staff will send you a DocuSign signature authorization to officially request your reimbursement
 - All reimbursement requests require a legal signature
 - You do not need a DocuSign account to sign your business expense claim forms electronically. The DocuSign program is step by step and typically easy to navigate.
 - Should you have access issues using DocuSign, please contact Linda Gremillion.
- Payment is made within 30 days of receipt of DocuSign authorization.
 - Rush payments can be requested and are often honored.

Item 4: If you are a Government Employee

If you work for a government entity, such as the federal government, a state agency, county office, city or municipal agency or any other government entity, you must be in "leave status" to claim a per diem.

Please contact Linda Gremillion if you have questions about this requirement.

Item 5: Tax Information

- The Minnesota Management and Budget is responsible for sending out 1099 tax documents.
- Taxable income payments are: Per diem and meal reimbursements *without* an overnight stay.
- Most other reimbursement payments are not taxable (mileage, lodging, meals *with* overnight stay).
- For most complete tax information, use the State of MN Vendor Portal: [SWIFT Vendor Resources](#).
- It's always advisable to consult a tax professional to understand your individual tax situation.

Contact

Operations Director: Linda Gremillion at linda.gremillion@state.mn.us or 651.338.3658 (voice or text message)

Executive Director: David Dively at david.dively@state.mn.us

Council Executive Admin: Shannon Hartwig at shannon.hartwig@state.mn.us