

Process for Council Member Business Expense Reimbursement Claims

Date: May 2023

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

Steps Included in this Procedure:

1. Register to become a State of MN Vendor
2. Understanding your expense allocations
3. Requesting Reimbursement
 - Business Expense Claim form
 - Completing claim authorization in DocuSign

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 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 have made an access request of the Help Desk so we can track these complaints.

- Federal Tax ID **or** Social Security number required.
- **Note:** Direct Deposit is **strongly encouraged**.
- You must maintain an accurate address in the vendor system at all times.
- 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

The following are business expense claim allowances:

Per diem

\$55 per day maximum

Travel

1. Mileage (documentation required) – as of January 1, 2023
 - a. .655 cents per mile for standard vehicle
 - b. .745 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

Forms and DocuSign

- Business Expense Claim Form
 - Can be found at [Council Member Resources](#)
- 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

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 is 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)

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