

**Southwest Minnesota Regional Radio Board
Expense Reimbursement Rates & Policy
March 25, 2009**

It shall be the policy of the Southwest 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 Southwest Minnesota Regional Radio Board, its' committees, sub-committees, workgroups 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 Southwest Minnesota Regional Radio Board. Examples include, but are not limited to:

- 1. meetings of the Statewide Radio Board, it's committees, sub-committees or workgroups;**
- 2. meetings of the committees of the Southwest 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 Regional Radio Board.**

An application of this policy could include reimbursement of all appropriate expenses for representatives serving on the SRB-OTC, Grant or Interoperability Work Groups, or the User Committee without specific authorization for each person and/or occurrence. Each application of this policy to specific functions or committees will require enabling action by the Southwest Minnesota Regional Radio Board.

All requests for reimbursement of expenses shall be on a form approved by the Southwest Minnesota 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.

Reimbursement of expenses for travel, meals and lodging will be based upon the Commissioner's Plan, as provided for in MN Statures, Section 15.0575. The reimbursement rates and policies that are authorized by and/or included in the most recent version of that Plan are summarized below.

Mileage rate, effective January 1, 2009	\$.55 cents per mile
Meals	
Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$15.00

Lodging Actual expense
Parking Actual expense

- 1. Reimbursement of parking and lodging expenses requires a receipt, except when the parking space is metered.**
- 2. Meal reimbursement (receipts must be submitted):**
 - a. Breakfast expense is reimbursable if claimant leaves home before 6:00 am or is away from home overnight.**
 - b. Lunch expense is reimbursable if claimant is in travel status more than 35 miles away from normal office or is away from home overnight.**
 - c. Dinner expense is reimbursable if claimant cannot return home until after 7:00 pm or is away from home overnight.**

The rates contained in this policy will be modified as changes are posted by the State of Minnesota and approved by the Southwest 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 Southwest Minnesota Regional Radio Board.

Reimbursement of expenses under this policy is limited by the availability of funds for this purpose specifically budgeted by the Southwest Minnesota Regional Radio Board or obtained from grant sources dedicated to payment of expenses consistent with this policy and grant requirements.