# City of Minneapolis

## TRAVEL REIMBURSEMENT CONDITIONS FOR CONTRACTORS

All travel-related expenses must be allowable through a current contract, must receive prior approval from the City Department Contract Manager designated for the contract, and must be paid on a reimbursement basis. Contractors should be familiar with and comply with the City of Minneapolis Overnight Travel Policy and Procedures – a copy of which can be found at:
http://www.ci.minneapolis.mn.us/policies/travel-policies-and-procedures.asp

### Air Travel

- Coach class only.
- Original receipt and passenger copy of used airline coupon must be provided.
- Only airfare to primary home location will be reimbursed. The City may set a limit on these reimbursements. (i.e., monthly or dollar threshold).
- Travel for non-City business is not reimbursable. Air travel with stopovers exceeding 24 hours will not be reimbursed.

### Transportation

- Taxi, shuttle, light rail transit, local bus and rental car are allowable. Rental car reimbursement will only be made for economy, compact or budget size. Taxi fare, light rail transit, local bus and shuttle will only be reimbursed between airport, work site and hotel. At City's option, reimbursement will be made using mileage with IRS "deductible" rates with an atlas to determine distance rather than rental car charge. Limousine service and valet parking are not reimbursable. Local transportation and parking in the contractor's primary home location are not reimbursable.
- Reimbursements for travel via rail, bus, rental car or personal car must not exceed the cost charged for coach airfare to the same destination.
- Personal car use is reimbursed at the City's current IRS "deductible" mileage rate. For personal car expense reimbursement, the contractor must provide odometer reading from before and after travel.
- If more than one consultant is traveling to City, then at City's option, the number of personal or rental vehicles eligible for reimbursement may be limited.
- Receipts and explanatory documentation must be provided for transportation reimbursements other than mileage for personal cars.

- Parking charges are reimbursable for daily parking at hotel and work site only.

## Hotel

- Hotel reimbursement is limited to the single room rate. If two consultants are sharing a room, reimbursement is allowable for only one consultant at the double room rate.
- Eligible lodging expenses include the room cost only.
- Receipts must be provided for hotel reimbursements.
- Hotel must be close to work site, unless contractor pays for transportation increase.
- City Department Contract Manager will determine maximum hotel reimbursement per night. The maximum reimbursement should be limited to the best discount rate available and allowable, including government rate or University of MN contract rate http://uwidecontracts.umn.edu/.

## Meals & Miscellaneous

- Includes phone calls, fax costs, Internet costs, all gratuities, and meals.
- Maximum total daily reimbursement is that allowable by Federal GSA guidelines (http://www.gsa.gov/portal/category/21287) for Hennepin County, MN for workdays on site. No reimbursement will be provided for non-workdays.
- If requested by the City, actual receipts must be submitted.