

TO: All Senators

FROM: Senator Erin Murphy, Chair
Senate Rules and Administration Committee

DATE: June 13, 2025

RE: Interim Travel Expenses and Per Diem

PER DIEM, MILEAGE, LODGING, AND TRAVEL EXPENSES

Senators will be reimbursed for per diem, mileage, lodging, travel, and registration fees, as follows:

Per Diem - The maximum reimbursement is **\$86 per day**.

Hotel/Lodging - Reimbursement will be **\$200 per night** maximum or at the approved conference rate for in-state lodging and the actual cost of a single room for travel outside the state of Minnesota. Receipts must be attached.

Apartment - The maximum is **\$2,200 per month**. Receipts must accompany claims or leases must be filed in the Fiscal Services Office. Housing claims may include utilities and/or rental of furniture up to maximum of \$2,200.

Registration - Fees will be paid for conferences only if preapproved. Receipts must be attached.

Mileage - Trips to and from the Capitol are reimbursed at the IRS reimbursement level in effect at the time the travel occurs. (As of January 1, 2025, the IRS mileage rate was **70 cents per mile**.) Mileage for air travel is eligible for reimbursement from place of residence to airport.

REIMBURSEMENT IS AUTHORIZED AS FOLLOWS:

- Senators attending official committee or subcommittee meetings.
- Committee members attending committee-related activities as approved by the majority leader.
- Chief authors of bills who present a Senate File at a committee or subcommittee meeting.
- Senators attending House committee meetings may receive per diem reimbursement upon the approval of the Majority Leader.
- Travel days to and from the Capitol for activities for which the Senator may be reimbursed.
- Senators attending up to two caucuses scheduled by the majority or minority leader during the interim between legislative sessions.

Senators will not be reimbursed for routine work done at the Capitol, or for attending caucuses, except as provided above. **Please note that reimbursements may be subject to taxes.**

COMMUNICATIONS REIMBURSEMENT

Up to a **maximum of \$200 per month** is authorized for reimbursement for communications, e.g. telephone, cell phone, Internet services, etc.

If a receipt is included with a claim, the reimbursement will be treated as an expense. If no receipt is included with a claim, the reimbursement will be treated as income, and taxes will be deducted from the payment.

CONSTITUENT SERVICE MILEAGE

Constituent service mileage will be reimbursed at the IRS reimbursement level in effect at the time the travel occurs. (As of January 1, 2025, the IRS mileage rate was **70 cents per mile.**) Reimbursements will be made on a monthly basis.

IN STATE AND OUT-OF-STATE TRAVEL GUIDELINES

Travel approval and expenses are governed by Senate Policy 3.05 and the Legislative Coordinating Commission Legislative Plan for Employee Benefits and Policies.

All travel by Senators for attendance at conferences, seminars, traveling committee meetings, etc., must be approved by the Senator's respective caucus leader prior to travel. If the travel is related to a committee budget, the Senator must also receive prior approval from the relevant committee chair.

The Senate will pay for the following: round-trip economy airfare, conference registration fees, single room accommodations, and reasonable transportation between airport and hotel. Per diem must cover all meals.

Please fill in all related expenses on the authorization form and include information pertaining to the legislative activity or the form will be returned to you.

All expense reimbursement requests must be submitted to Fiscal Services no later than 60 days after the expenses were incurred.

Car Rental must be noted on the travel authorization form and approved prior to travel or rental.