

CONCORDIA UNIVERSITY, ST. PAUL

2008-09 EXPENSE REIMBURSEMENT RATES EFFECTIVE 12/1/2008

TYPE OF EXPENSE	REIMBURSEMENT ALLOWANCE
Use of employee vehicle (full IRS rate)	58.5 cents per mile, 55 cents beg. 01/01/2009
Car rental	Actual cost and gasoline purchased, no mileage
Tolls and parking fees	Actual cost
Commercial transportation (air, taxi, train, etc.) plus reasonable gratuities	Actual cost for mode and class of transportation authorized
Motorcycle	No reimbursement applicable
Overnight lodging (and Internet, if charged separately)	Actual reasonable cost
Work-related long distance telephone calls	Actual cost
Personal telephone calls	Actual cost up to maximum number of nights away times \$3.00
Special expenses (e.g. conference fees, banquet tickets)	Actual cost with prior approval
Meals and/plus reasonable gratuities: λ Breakfast (in travel status overnight or leave home before 6:00 a.m.) λ Lunch (in travel status and more than 35 miles from campus) λ Dinner (in travel status overnight or return home after 7:00 p.m.)	Actual cost up to maximums Breakfast - \$ 7.00 Lunch - \$ 9.00 Dinner - \$15.00 Outside the contiguous 48 United States or in pre-designated/pre-identified metropolitan areas* Breakfast - \$ 8.00 Lunch - \$10.00 Dinner - \$17.00 Meal “bunching” allowed: Two or more consecutive meals reimbursed up to the combined maximum. Dinner and breakfast the following morning are considered consecutive meals. Meals provided as part of a conference or other program are not considered and “break” the string of consecutive meals.
Expenses that are not travel related (e.g., supplies, copy charges, fax charges)	Actual cost

RECEIPTS: Original itemized receipts are required for all expenses except, gratuities, driving tolls, parking meters and telephone calls. All forms of canceled checks and photocopies of credit card bills do not substitute for original receipts.

Receipts for meals must include the names of people at the meal if the receipt is for more than one person. Meals including only CSP people at a local restaurant for a “working lunch” or similar type of meal are not allowed. Such meals are the responsibility of those attending.

Maximum Reimbursement rates for meals and mileage are subject to change. Generally, rates will change around January of each year.

***Metropolitan Areas**

Metropolitan Area	Including:
Atlanta, GA	Clayton, De Kalb, Fulton, Cobb and Gwinett Counties in Georgia
Baltimore, MD	Baltimore and Hartford Counties in Maryland
Boston, MA	Norfolk, Suffolk, Middlesex and Essex Counties in Massachusetts
Chicago, IL	DuPage, Cook and Lake Counties in Illinois
Cleveland, OH	Cuyahoga County in Ohio
Dallas/Fort Worth, TX	Dallas and Tarrant Counties in Texas
Denver, CO	Denver, Adams, Arapahoe and Jefferson Counties in Colorado
Detroit, MI	Wayne, Macomb and Oakland Counties in Michigan
Hartford, CT	Hartford and Middlesex Counties in Connecticut
Houston, TX	Harris County, LBJ Space Center and Ellington AFB in Texas
Kansas City, KS	Johnson and Wyandotte Counties in Kansas
Kansas City, MO	Clay, Jackson and Platte Counties in Missouri
Los Angeles, CA	Los Angeles, Kern, Orange and Ventura Counties, Edwards AFB, Naval Weapons Center and Ordinance Test Station in California
Miami, FL	Dade County in Florida
New Orleans, LA	Jefferson, Orleans, Plaquemines and St. Bernard Parishes in Louisiana
New York City, NY	Bronx, Brooklyn, Manhattan, Queens, and Staten Island Boroughs in NYC; Nassau, New York, Richmond, Suffolk and Westchester Counties in New York state; Fairfield County in Connecticut; and Bergen, Essex, Hudson, Middlesex, Passaic, and Union Counties in New Jersey
Philadelphia, PA	Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties in Pennsylvania; and Burlington and Gloucester Counties in New Jersey
Portland, OR	Multnomah County in Oregon
Saint Louis, MO	St. Charles and St. Louis Counties in Missouri
San Diego, CA	San Diego County in California
San Francisco, CA	San Francisco, Sonoma, Marin, San Mateo, Santa Clara, Santa Cruz, Contra Costa, Alameda and Santa Barbara Counties in California
Seattle, WA	King County in Washington state
Washington, DC	Cities of Alexandria, Falls Church and Fairfax in Virginia; Arlington, Loudoun and Fairfax Counties in Virginia; and Montgomery and Prince Georges Counties in Maryland

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