

## Professional Technical (PT) Contract Quick Look

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### Meal Expense Reimbursement for PT Contracts

Direct expenses, such as meals, must be incorporated in an executed PT contract, in order to receive reimbursement. MnDOT’s Office of Audit establishes and maintains procedures related to meal expense documentation for PT contracts.

#### The Basics

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##### Travel Regulations

When direct expenses, such as meals, are included, the contract will incorporate a Travel Regulations exhibit. The reimbursement rates will be identified in the Travel Regulations exhibit. The current meal rates and restrictions are as follows:

Meal	Rate
Breakfast	\$10.00/person
Lunch	\$13.00/person
Dinner	\$19.00/person

##### Restrictions

The following restrictions apply to meal reimbursement:

- A maximum rate shown or a lesser rate per actual reimbursement to an employee.
- The gratuity is included in maximum cost.

##### Travel Status

Consultant personnel must be in *Travel Status* to receive meal expense reimbursement. *Travel Status* is identified as:

- Include receipt or copy of receipt when invoicing. (Coach class for aircraft, Standard card size, and standard room.) Lodging costs should be reasonable and consistent with facilities available.
- Include receipt or copy of receipt when more than \$10.00.
- Reasonable for area of stay.
- To be in Travel Status and at a commercial lodging.
- Meal reimbursements for high-cost localities as identified by the IRS, the maximum reimbursement will be Breakfast \$12.00, Lunch \$15.00, and Dinner \$23.00.

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### Getting Started

#### Invoice Submittal for PT Contracts

Meal receipts do not need to be submitted with a PT contract invoice if all the following conditions are met:

- 1) The meals are submitted on a business expense report, and
- 2) The meals are reimbursed based on actual costs, and
- 3) The meals do not exceed the maximum meal amounts allowed in the MnDOT Business Manual

If all the conditions above are not met, meal receipts and supporting documentation is required.

#### Final Audit on PT Contracts

The Office of Audit may request receipts or other additional documentation to confirm expenses during an audit. Therefore, consultants should retain a copy of meal receipts and supporting information in the event they are requested by an auditor.