

<input type="checkbox"/> IN-STATE	<input type="checkbox"/> SHORT TERM ADVANCE	SEMA4 EMPLOYEE EXPENSE REPORT			<input type="checkbox"/> Check if advance was issued for these expenses
<input type="checkbox"/> OUT-OF-STATE	<input type="checkbox"/> RECURRING ADVANCE				<input type="checkbox"/> FINAL EXPENSE(S) FOR THIS TRIP?

Employee Name		Home Address (Include City and State)			Permanent Work Station (Include City and State)			Agency	1-Way Commute Miles	Job Title
Employee ID	Rcd #	Trip Start Date	Trip End Date	Reason for Travel/Advance (30 Char. Max) [example: XYZ Conference, Dallas, TX]					Barg. Unit	Expense Group ID (Agency Use)

MAPS CODE BLOCK(S)	FY	Fund	Agency	Org	SOrg	Appr	Actv	SObj	Project	Rpt Cat	Description	Distrib %

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Mi	Mileage Rate	Meals ✓			Total Meals (overnight stay)	Total Meals no overnight stay	Lodging	Personal Telephone	Parking	Total
		Time	Location				B	L	D						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Arrive				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
			Depart				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

EMPLOYEE EXPENSE REPORT INSTRUCTIONS

Do not report relocation expenses on this form. Report relocation expenses on form FI-00568, Relocation Expense Report. Submit for payment to the Department of Finance, Statewide Payroll Services

USE OF FORM: Use the form to request travel advances and reimbursement for authorized travel expenses and small cash purchases.

COMPLETION OF FORM: Employee: Complete, in ink, all parts of this form that apply to the expenses being reported. For reimbursements, enter actual amounts up to the limits set in the applicable bargaining unit contract or compensation plan. Refer to the contract or plan, or contact the agency's business expense contact for assistance. Do not enter more than the set limit for any item.

All data provided on this form is public information, except for home address. You are not legally required to provide home address, but the state of Minnesota cannot process certain mileage payments without it.

Supervisor: Approve the accuracy and necessity of the request, complying with contracts or plans and applicable rules and policies. The form must include original signatures. Forward to the agency business expense contact for processing.

Final Expense For This Trip? Check the box if no additional expenses will be submitted for this trip. If checked, any outstanding advance balance will be deducted from the next paycheck.

1-Way Commute Miles: Enter the number of miles from home to permanent workstation.

Expense Group ID (office use only): Obtained and recorded when accounting or payroll staff process the request. Used to reference any advance or reimbursement associated with this trip.

Earn Code: Select an earn code from the list that applies to the expense being reported. Be sure to select correctly based on whether the trip occurs in Minnesota or out-of-state.

Travel Advances, Short-Term and Recurring: Only one outstanding advance at a time is allowed. One advance must be settled before another can be issued.

Travel Advance Settlement: Expenses should be submitted to settle an advance within 5 days of the trip end date. When total expenses submitted are less than the advance amount or if the trip is cancelled, the employee owes money to the state. Except for rare situations, personal checks are not accepted. Instead, the amount due is deducted from the paycheck.

MAPS Code Block: Funding source(s) for advance or expense(s)

Mileage: Use the **Mileage Reimbursement Calculation** table to figure mileage reimbursements. If the mileage reimbursement rate exceeds the IRS rate effective on the day of travel (this is not common), the portion greater than the IRS rate is taxable. Use the Mileage Reimbursement Calculation table to determine the taxable and non-taxable amounts.

Vehicle Control Number: When a private vehicle is used by an employee in the seven-county metro area, the vehicle control number procedure may apply. Mileage may be reimbursed at one of two rates, specified in bargaining agreements or compensation plans. When a vehicle control number is issued by the agency, it must be included on this form to obtain reimbursement at the higher rate. Agency business expense contacts can provide more information on this procedure.

Frequent Flyer Mileage: State employees and other officials using state funds traveling on state business and using commercial airlines cannot claim frequent flyer mileage as their own. Employees must certify that they have not claimed frequent flyer mileage for personal use when they apply for travel reimbursement. Any benefits received belong to the state.

Receipts: Attach original itemized receipts for all expenses except meals, taxi services, baggage handling, and parking meters, to this reimbursement claim. The Agency Designee may optionally require attachment of meal receipts as well. Credit card receipts, bank drafts, or cancelled checks are not allowable receipts.

Copies and Distribution: Submit the original document for payment and retain a copy for your employee records.

60-Day Limit: Expenses must be submitted no more than 60 days after the date the expenditures were incurred. Expenses submitted after the 60-day limit are taxable. These expenses will have tax withheld and will be included on the employee's W-2 form.

EARN CODES

Description	In State	Out of State
Advance	ADI	ADO
Airfare	ARI	ARO
Baggage Handling	BGI	BGO
Car Rental	CRI	CRO
Clothing Allowance	CLA	CLA
Clothing-Non Contract	CLN	CLN
Communications - Other	COM	COM
Conference/Registration Fee	CFI	CFO
Department Head Expense	DHE	DHE
Fax	FXI	FXO
Freight & Delivery (inbound)	FDS	FDS
Hosting	HST	HST
Laundry	LDI	LDO
Lodging	LGI	LGO
Meals With Lodging	MWI	MWO
Meals Without Lodging	MEI *	MEO *
Membership	MEM	MEM
Mileage > IRS Rate	MIT *	MOT *
Mileage < or = IRS Rate	MLI	MLO
Network Services	NWK	NWK
Other Expenses	OEI	OEO
Parking	PKI	PKO
Photocopies	CPI	CPO
Postal/Mail/Shipping Svcs (outbound)	PMS	PMS
Storage of State Property	STO	STO
Supplies/Materials/Parts	SMP	SMP
Telephone, Business Use	BPI	BPO
Telephone, Personal Use	PHI	PHO
Training/Tuition Fee	TRG	TRG
Taxi/Airport Shuttle	TXI	TXO
Vest Reimbursement	VST	VST

Note: * = taxable, taxed at supplemental rates