



MINNESOTA ASSOCIATION
OF PROFESSIONAL EMPLOYEES

LOST TIME EXPENSE REPORT - 2021

MUST HAVE PRIOR APPROVAL FROM COMMITTEE CHAIR

MUST BE COMPLETED TO BE
COMPENSATED

Name _____

Street Address – **Check here** [] if new

City, State, Zip Code _____

Daytime Phone (including area code) _____

Date of Meeting(s) _____

Place of Meeting(s) _____

Start – End Time of Meeting(s) _____

Committee Name _____

Rate of Pay: _____

Lost Hrs: _____ + Travel Hrs: _____ = _____
(Must travel 100/150 miles or more, roundtrip - to
qualify for travel Hrs – **see Page 2 for clarification.**)

Gross Pay: _____

Flex Hrs/Day 9 10
Flex Day Off? Yes No

Check your leave type below (only one):

Vacation/Comp/Flex _____

Approved Unpaid Leave (UNL). _____

No sick/vacation accruals

Approved Union Leave (ULV). _____

For Board of Directors and Negotiations Only

Do you want MSRS deducted? General Plan _____
(see back) Correctional Plan _____

IRS Form W-4 is attached _____

IRS Form W-4 is on file at MAPE _____

I hereby certify that this is a correct statement of my Lost Time expenses as claimed.

All expenses are subject to audit and verification can be requested.

Approved by: _____

Committee Chair/Officer

SIGNATURE *Must be signed for payment* _____ Date _____

Statewide Treasurer/Statewide Officer

ALL EXPENSES MUST MEET MAPE REIMBURSEMENT POLICY

Contact the MAPE office if you would like a copy of the Reimbursement Policy.

Lost time and expenses will be processed by submission date using the State payroll calendar.

(Over)

OFFICE USE ONLY

Department Code _____

Date Paid _____

Check Number _____

Amount \$ _____

Who Approves these Requests? Decisions on the validity of any reimbursement shall be the responsibility of the Statewide Treasurer. The Treasurer, with concurrence of the Statewide President, has the authority to withhold payment or take corrective action on items that he/she deems to be inconsistent, need further justification, or are not in the best interest of MAPE. Written notice to the MAPE member will accompany the check or be in replacement of the check if expenses are denied. The Treasurer's decision may be appealed to the Board of Trustees. Any reimbursement decision still questioned may be appealed to the Board of Directors for final determination.

Lost Time Policy Payment for lost time shall not be for an amount exceeding actual time lost or over a maximum of eight (8) hours unless the individual works a flex day (9 or 10 hours) or qualifies for travel time payment. Up to eight (8) hours of lost time will be paid for persons conducting MAPE business on a flex-day off. Lost time for evening hours or weekend hours will only be paid to those persons scheduled and missing work to conduct MAPE business during those times or travel time. In no case shall an individual be paid more than eighty (80) hours lost time per payroll period and these hours are exempt for FLSA purposes. MAPE will reimburse lost time in addition to their eight (8) hours of lost time wages for those traveling more than or equal to 150 miles round trip, computed as the round-trip mileage divided by 55 for: (1) full committee meetings and (2) statewide events, such as Delegate Assembly, rallies at the capitol or group training events. All individual or small group meetings and all local activities will be reimbursed lost time in addition to their regular work hours of lost time wages for those traveling more than or equal to 100 miles round trip, computed as the round-trip mileage divided by 55.

Lost Hours = time lost at your State job including drive time but should be no greater than hours scheduled to work, i.e. 8 hours.

Travel Hours = time spent traveling above scheduled lost time hours for travel equal to or more than 100 miles roundtrip (individual/local activities) or 150 miles roundtrip (full committees/SW events/group training).

EXAMPLE: You work an 8-hour shift, you are at MAPE for an all-day meeting and you must travel 90 miles one way to and from the meeting, 180 miles total you would claim:

Lost Hrs.: 8 + Travel Hrs: (180 divided by 55) 3.3 = Total Hours Paid is 11.3

Lost Accruals

When taking unpaid leave for union activities which results in loss of sick and vacation accruals, members will be paid for one additional hour of lost time per calendar day to offset these lost accruals. This does not apply to Board of Directors or Negotiations Committee members who may use approved union leave which does not affect accruals per MAPE Contract Article XIV Section 3d Association Leave.

MSRS/TRA Deductions Bargaining Unit 214 members in active payroll status and on union leave without pay while performing MAPE duties may elect MSRS or TRA contributions to be continued with MAPE paying employer share and deducting employee share for any lost time. This must be indicated on the lost time form to process the MSRS deduction. Also, an Election of Coverage by a Labor Organization Employee form is required to be on file with MSRS. For the TRA deduction, members must contact their HR department for processing and request reimbursement from MAPE for the employer portion of the deduction. **This will only benefit you if you are in your high five years for retirement purposes.**

IRS Form W-4 To comply with federal and state tax withholding requirements, all members requesting payment for lost time must have an IRS form W-4 on file with MAPE.