



MINNESOTA ASSOCIATION  
OF PROFESSIONAL EMPLOYEES

### LOST TIME EXPENSE REPORT - 2024

MUST HAVE PRIOR APPROVAL FROM COMMITTEE CHAIR

MUST BE COMPLETED TO BE  
COMPENSATED

Name \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

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

Lost Hrs: \_\_\_\_\_ + Travel Hrs: \_\_\_\_\_ = \_\_\_\_\_  
**(See Page 2 for clarification)**

City, State, Zip Code \_\_\_\_\_

Gross Pay: \_\_\_\_\_  
Flex Hrs/Day 9 10  
Flex Day Off? Yes No

Daytime Phone (including area code) \_\_\_\_\_

**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*

Date of Meeting(s) \_\_\_\_\_

Place of Meeting(s) \_\_\_\_\_

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

Start – End Time of Meeting(s) \_\_\_\_\_

IRS Form W-4 is attached \_\_\_\_\_  
IRS Form W-4 is on file at MAPE \_\_\_\_\_

Committee Name \_\_\_\_\_

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, computed as the round-trip mileage divided by 55.

**Lost Hours** = time lost from your State job to attend the meeting (see example 1). This should be no greater than the hours you were scheduled to work that day, i.e. 8 hours.

**Travel Hours** = time spent traveling to and from the meeting (see example 2).

**Total Hours** = Lost Hours plus Travel Hours (see example 3).

**Example 1:** If you are attending an online meeting that lasts 6 hours and you work an 8-hour shift, you would claim 6 hours if you are able to work at your state job for the remainder of the day. If you are not able to work at your state job you would claim 8 hours – the number of hours you lost from work that day.

**Example 2:** If you work an 8-hour shift, you are at MAPE for an all-day meeting and you must travel 75 miles one way to and from the meeting, 150 miles total you would claim 8 Lost Hrs. + 2.7 Travel Hrs. (150 divided by 55). Total Hours Paid is 10.7.

**Example 3:** If you work an 8-hour shift, you are at MAPE for a 4 hour meeting and you must travel 75 miles one way to and from the meeting, 150 miles total you would claim 4 Lost Hrs. + 2.7 Travel Hrs. (150 divided by 55) for a total of 6.7 hours if you are able to return to work for the rest of the day. If you are not able to return to work you would claim 8 Total Hours (the number of hours you lost that day) and include a note on the form explaining why you cannot return to work e.g. supervisor requires a full day of vacation or union leave to attend.

**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 each day they claim lost time 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 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.