130th MAINE LEGISLATURE
STANDARDS FOR REQUESTING IN-STATE TRAVEL ALLOWANCES AND REIMBURSEMENT OF LEGISLATOR IN-STATE TRAVEL EXPENSES

Approved by the President of the Senate and the Speaker of the House, pursuant to 3 MRSA § 2

INTRODUCTION

It is the Legislature's policy to reimburse legislators for reasonable expenses they incur in the course of authorized in-state travel in accordance with law and the following guidelines. In submitting requests for legislative allowances and reimbursement of expenses, it is important to keep in mind that **all requests are a matter of public record and are available for review and copying.**

All travel for which a legislator seeks payment from the Legislature, other than for attendance at authorized meetings of a committee of which the legislator is a member, attendance at daily sessions of the Legislature or for presenting a bill the legislator sponsored before a legislative committee, must be approved by the legislator's presiding officer. Legislative leadership will be reimbursed for all reasonable travel expenses incurred in their role as Leaders.

Please refer to the "Standards for Reimbursement of Legislator Out-of-state Travel" for specific guidelines related to out-of-state travel.

EXPENDITURE GUIDELINES

A. MILEAGE

(1) During session, legislators are entitled to be paid for travel at each legislative session once each week. Mileage is paid at the same rate paid to state employees, which is currently $.44 per mile. For all other travel that week, the mileage allowance is based on actual cost or a maximum of $38 per day, whichever is less. Toll expenses are reimbursed on an actual cost basis.

- Mileage and toll amounts are based on information each legislator provided to the Office of the Executive Director at the beginning of the 130th legislative session.
- Payments will not be made for travel related to constituent services or other general legislative work. Each legislator receives an annual allowance for constituent services that may be used to offset expenses incurred in providing services to their constituents.

(2) During the legislative interim, legislators are entitled to be paid for travel for authorized committee meetings and other authorized meetings at the rate paid to state employees, which is currently $.44 per mile. Toll expenses are reimbursed on an actual cost basis.

- Mileage and toll payments are based on information each legislator provided to the Office of the Executive Director at the beginning of the 130th legislative session.
- Travel related to constituent services or other general legislative work will not be reimbursed. Each legislator receives an annual allowance for constituent services that may be used to offset expenses incurred in providing services to their constituents.

B. MEALS

(1) During session, legislators are entitled to a meal allowance in the amount of $32 for each day in attendance at sessions of the Legislature. If, due to travel distance, overnight accommodations are necessary the day immediately preceding the session or immediately following attendance at a daily session of the legislature, a portion of the statutory meal allowance will be paid.

- For the day immediately preceding the session, a meal allowance for dinner of $20.00 will be paid. No allowance for breakfast or lunch is authorized. An exception is made when round trip mileage exceeds 400 miles.
- For the day immediately following the session, a meal allowance for breakfast and lunch in the amount of $12.00 will be paid. No allowance for dinner is authorized. An exception is made when round trip mileage exceeds 400 miles.

At times, legislative events and meetings provide meals in conjunction with the scheduled function. Since the cost of these meals is paid by the Legislature based on the number of attendees, the daily meal allowance will be adjusted accordingly.

Breakfast:	$ 4.00
Lunch :	$ 8.00
Dinner :	$20.00

Legislators who choose not to consume meals that are provided at those functions will not receive a payment for those meals.

(2) During the legislative interim, legislators are entitled to be reimbursed for actual meal expenses related to attendance at authorized legislative meetings.

Actual expenses will be reimbursed for meals up to the following limits:

Breakfast:	$ 4.00
Lunch :	$ 8.00
Dinner :	$20.00

- **A detailed receipt is required for any single meal exceeding $12 including tax and gratuities**; alcoholic beverages are not reimbursable.
- Meal expenses related to constituent services or other general legislative work will not be reimbursed. Each legislator receives an annual allowance for constituent services that may be used to offset expenses incurred in providing services to their constituents.

C. LODGING

(1) During session, legislators are entitled to a housing allowance in the amount of $38 for each day in attendance at daily sessions of the Legislature. If, due to travel distance, overnight accommodations are necessary the day immediately preceding the session or immediately following attendance at a daily session, the statutory housing allowance will be paid.

- If the session of the Legislature concludes at a time where it can reasonably be expected that the legislator could arrive home by early evening and there are no other authorized committee meetings scheduled requiring the attendance of the legislator for that day or the next, the housing allowance is not authorized to be paid.
- During session, lodging receipts are typically not required.
- Lodging expenses related to constituent services or other general legislative work will not be reimbursed. Each legislator receives an annual allowance for constituent services that may be used to offset expenses incurred in providing services to their constituents.

(2) During the legislative interim, when overnight lodging is necessary, legislators are entitled to be reimbursed for reasonable lodging expenses related to attendance at authorized meetings. Legislators are encouraged to stay at an establishment offering special lodging rates for legislators; however, reimbursement will not exceed $55.00 per night. **Receipts are required and must be attached to the travel voucher in order for reimbursement to be considered.**

- Lodging expenses related to constituent services or other general legislative work will not be reimbursed. Each legislator receives an annual allowance for constituent services that may be used to offset expenses incurred in providing services to their constituents.
- Gratuities related to maid or concierge services will not be reimbursed, nor will other expenses that may appear on your hotel bill, such as:
  - In room movies
  - Valet services
  - Health club or facilities
  - Internet services or other data charges

REPORTING TRAVEL EXPENSES

Requests for legislator allowances and reimbursement of expenses must be completed and turned in to the Executive Director's Office in a timely manner. By state law, requests for allowances and reimbursement, other than for legislative sessions or authorized committee meetings, must be approved by the appropriate presiding officer before they will be processed for payment. The Office of the Executive Director is directed to process all legislative travel related payments in accordance with these standards.

Approved: President Troy Jackson, Maine State Legislature

Speaker Ryan Fecteau, Maine State Legislature

Effective Date: February, 2021