130th MAINE LEGISLATURE
STANDARDS FOR REIMBURSEMENT OF LEGISLATOR OUT-OF-STATE TRAVEL

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 out-of-state travel in accordance with the following guidelines. In reporting expenses for reimbursement, it is important to keep in mind that **all travel vouchers are a matter of public record and are available for review.**

A legislator may not make travel arrangements until his/her travel has been approved by the legislator's presiding officer.

TRAVEL ADVANCES

Legislators may request a travel advance by making arrangements with the Executive Director's Office at least 10 days in advance of the travel. The amount of the advance is based on the room rate and length of the trip, and includes an allowance for meals and miscellaneous expenses. Advances will not be processed until a signed authorization from the appropriate presiding officer for the travel is on file in the Executive Director's Office.

An individual may not have more than one advance outstanding at any time.

EXPENDITURE GUIDELINES

A. TRANSPORTATION

- **Plane or Train**

  Travel by air or rail should be at the most economical rate, and should be booked **as far in advance as possible** in order to qualify for special fares. Air travel is arranged through the Executive Director's Office, whose staff work to get the lowest fare available. You may make arrangements on your own, provided that the cost is no greater than the fares available through the Executive Director's Office.

  The following will be at the legislator's personal expense without advance approval from the appropriate presiding officer:

  - Charges for first class air transportation
  - Changes in travel plans, including cancellations that incur additional cost.

- **Car**

  Legislators who choose to drive to a conference or meeting will be reimbursed for travel expenses incurred **up to the amount of the round trip coach air fare to the same destination.** The expenses that will be applied to this "ceiling" include:

  - Mileage at the rate of $ .44/mile
  - Tolls (receipts required)
  - Meals and lodging claimed for days involved in travel (i.e., in addition to conference days)

  Note that receipts are required to support expenses other than mileage.

  Car rental must be authorized in advance by the appropriate presiding officer.

- **Taxis/Limousines**

  Actual expenses will be reimbursed. **Claims over $5.00 must be accompanied by a receipt.**

B. MEALS

Most legislative conferences and meetings provide meals in conjunction with some of the scheduled functions. The cost of these meals are included in the registration fee that the Legislature pays directly to the sponsoring organization.

Legislators who choose not to attend the meal functions to which their conference registration entitles them will not otherwise be reimbursed for those meals.

Actual expenses will be reimbursed for all other meals **up to the following limits (*A detailed receipt is required for any single meal exceeding $12 including tax and gratuities*):**

Breakfast:	$ 8.00
Lunch :	$10.00
Dinner :	$20.00

Legislators will **not** be reimbursed for expenses in excess of these amounts, regardless of the actual cost of the meal.

- ➡ If the amount claimed includes meals for more than one person, include the name(s) of the other person(s)
- ➡ Alcoholic beverages, snacks over and above meal allowances and purchase of personal items are not reimbursable

C. LODGING

Reasonable expenses for hotel room charges actually incurred in official travel will be reimbursed. Lodging receipts must be submitted with the travel voucher.

Gratuities related to maid or concierge services will not be reimbursed.

Expenses which may appear on your hotel bills, but are **not** eligible for reimbursement include:

- In room movies
- Valet services
- Health club or facilities
- Internet services

REPORTING TRAVEL EXPENSES

The Travel and Expense Account Voucher must be completed and turned in to the Executive Director's Office within 10 days of your return from your trip. A copy of the official agenda or meeting program should be attached. By state law, legislators' out-of-state travel vouchers must be approved by the appropriate presiding officers before they can be processed for payment.

All out-of-state travel by legislators and legislative staff is summarized in a report which is submitted to the Joint Standing Committee on Appropriations and Financial Affairs on a quarterly basis, pursuant to law.

Approved: _____ President Troy Jackson, Maine State Legislature

_____ Speaker Ryan Fecteau, Maine State Legislature

Effective Date: February, 2021