

**131st 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.

**Detailed receipts are required to support all expenses other than mileage and must be submitted with your voucher.**

**Travel expenses considered as personal and not essential to the transaction of official state business are not eligible for reimbursement.**

**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.

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.

**Personal Vehicle**

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 \$ .55/mile
- Tolls
- Meals and lodging claimed for days involved in travel (i.e., in addition to conference days)

**Other Transportation (e.g Car rentals, taxis and other ride-hailing companies)**

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

Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other non-state business locations are not eligible for reimbursement.

**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 the Legislature pays to the sponsoring organization. Legislators who choose not to attend the meal functions to which their conference registration entitles them will not be reimbursed for those meals.

Actual expenses will be reimbursed for all other meals up to the following limits. **Detailed receipts must be submitted with the travel voucher.**

Breakfast:	\$13.00
Lunch :	\$15.00
Dinner :	\$26.00

Legislators will **not** be reimbursed for expenses in excess of the lower of these amounts or the applicable federal rates, 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 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 is required. 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: Troy Jackson M.R.                      Rachel Talbot Ross  
President Troy Jackson                      Speaker Rachel Talbot Ross

Effective Date: 7/20/23