MILEAGE REIMBURSEMENT

Mileage reimbursement for travel will be reimbursed for the most direct route of travel (as stated in the DHHS Travel Policy). For example, if traveling from Portland to Augusta the most direct route is Interstate I-295, not the Maine turnpike. Turnpike travelers from Portland will only be reimbursed for 57 miles and corresponding I-295 tolls. Toll receipts must be submitted with mileage voucher. Mileage rate reimbursement is $0.44 per mile. Mileage reimbursement will be paid to and from the training site to the employee's office or home — whichever distance is less.

When you are in overnight status for training, you are allowed a ten-mile maximum for vicinity travel. This will apply to those individual who are in overnight status. The mileage from your hotel to Muskie and back counts toward the ten-mile maximum. Any mileage over the ten-mile maximum will be reduced on travel vouchers.

LODGING

Reimbursement is allowed for lodging expenses when the temporary duty station is located more than fifty (50) miles (most direct route) from the closer of either the traveler's official residence or official headquarters (State Administrative and Accounting Manual 10.30.30b).

For OIAS Staff not attending Standard Eligibility Program Training

DHHS Staff who are eligible for overnight accommodations will need to pay for their own lodging and request reimbursement. Receipts for lodging need to be sent in along with the USM travel voucher in order to get reimbursement. Overnight accommodations for large events/trainings will be pre-paid by USM-Muskie School as long as a request is done prior to the event, otherwise the expense will be reimbursed to the traveler after the event. DHHS policy allows one 5 minute phone call per day, up to $3.50. Receipts are required for all telephone charges (can be obtained by hotel receipt upon check-out).

NOTE: Single rooms are available for an additional charge unless the training is mandatory. This charge is a non-reimbursable expense.

For Standard Eligibility Program Training Participants

Participants eligible for lodging need to indicate this on the electronic registration form. Lodging will be arranged by Muskie staff and provided at a hotel in Augusta, on a single occupancy basis, billed directly to the Muskie School. The cost of the room and one 5-minute phone call per day, up to $3.50, in overnight status will be covered. Any other expenses (phone calls over the limit, movies, etc.) charged to the room will be billed to the trainee.

The training day starts at 10:00am on Monday and ends at 3:00pm on Friday to allow for travel time for trainees coming from a distance. All other training days (Tuesday through Thursday) begin at 9:00am and end at 4:00pm. Please do not attempt to register at the hotel before class on Monday. Confirmation information will be provided in class on the first day of the module. Participants traveling in excess of two hours should indicate this in the Special Accommodations section of the registration form.

MEAL REIMBURSEMENT

Meals will be reimbursed at the per diem rates stated in the DHHS Travel Policy. Charges for meals cannot exceed regional per diem maximums (For Augusta breakfast charges cannot exceed $7.00 and dinner charges cannot exceed $23.00 per meal including the maximum 15% tip). Meals will only be reimbursed for participants in approved travel status. The Per Diem rate by county can be found by visiting the U.S. General Services Administration website at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943.

On the travel day before a training/meeting, an eligible traveler may request reimbursement for dinner and $5.00 incidental charges only.

Meal reimbursements, including Per Diem rates are not allowed if meals are provided at the training. For example, if you do not choose to eat lunch at the training site, any costs incurred for lunch will not be reimbursable.

Alcoholic beverages are a non-reimbursable expense and should not be charged to any overnight rooms.

If you would like more information regarding travel or allowable travel expenses, please visit the State Controllers website at http://www.maine.gov/osc/travel/index.htm.