

Candidate's Name:

SAMPLE TRAVEL LOG for MCEA Candidates and their Campaign Staff

Questions? Call 207-287-4179

Name of Person Traveling:
(Requesting reimbursement)

**Commission on Governmental
Ethics and Election Practices**

Mailing: 135 State House Station
Augusta, Maine 04333
Location: 45 Memorial Circle
Augusta, Maine

Address:

Phone: 207-287-4179
Fax: 207-287-6775
Website: www.maine.gov/ethics

| Date of Travel (Required) | Odometer Reading at Start (Suggested) | Odometer Reading at End (Suggested) | Number of Miles Traveled (Required) | Purpose and Destinations of Travel (Required) |
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HOW TO REPORT TRAVEL

Report reimbursements on Schedule B of a campaign finance report. The person receiving the reimbursement is the "Payee."

If the campaign pays for fuel, report the expenditure on Schedule B of the campaign finance report listing the gas station as the "Payee," and use this log for documentation, not reimbursement.

Receipts for expenditures over \$50 and travel logs must be kept until December 2013 (3 years after the 42-Day Post-General Report).

Number of miles this page

Number of miles from attached pages

Total miles traveled

\$

Multiply by \$0.44 (per mile rate for 2010 elections)
This is the maximum reimbursement amount based on mileage. The payments for fuel can not exceed this amount.

Actual Amount of Reimbursement: \$ _____

