


POLICY TITLE: EMPLOYEE EXPENSE REIMBURSEMENT		PAGE 1 OF 2
POLICY NUMBER: 3.23		
CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	
EFFECTIVE DATE: December 15, 2003	LATEST REVISION: September 10, 2010	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections that employees be reimbursed for legitimate expenses incurred in the conduct of official business, in accordance with the terms of the various applicable labor contracts. In areas not covered by contract, the State Manual of Financial Procedures shall govern reimbursement.

IV. CONTENTS

None

V. ATTACHMENTS

None

VI. PROCEDURES

None

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4066 Written policy, procedure, and practice provide for employees to be reimbursed for all approved expenses incurred in the performance of their duties.

4-JCF-6B-15 Employees are reimbursed for all approved expenses incurred in the performance of their duties.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
3.23 Employee Expense Reimbursement	3. Personnel	Page 2 of 2 9/10/10R