

PROCUREMENT GUIDELINES

In-State & Out-of-State Registration/Lodging/Airfare

The following should only be done AFTER approval for the trip has been given.

****Remember** - Each individual supervisor may have their own rules within their office as to who makes these arrangements.

Registration Fees

Registration fees can be paid various ways:

- State P-Card – anyone in the department who has one can use it for this purpose
- Employee's personal credit card – then submit for reimbursement after the event
- Purchase order/invoice (if vendor accepts)

Lodging (In-State or Out-of-State)

Lodging fees can be paid various ways:

- EUT P-Card
- Employee's personal credit card – then submit for reimbursement after the trip
- Purchase order (if vendor accepts)
- Direct bill (if vendor accepts)

*****Please Note – Lodging rates must be within the allowable per diem rates. If the lodging price is 10% higher than the per diem rate, a waiver request needs to be submitted to Dan Chuhta.***

Lodging expenses are tax exempt. Contact EUT Office for a Tax Exempt form

Paying for lodging w/ State P-Card

If you would prefer that EUT Office pay for your lodging, make the reservation and request a credit card authorization form from the hotel. Fill out the form and send that information to the EUT Office and they will request the charges be transferred over to their p-card.

Airline Tickets

Unless another entity is purchasing your airline tickets, they MUST be paid for by Dede or Georgette.

Tickets can be purchased online or through any travel agency.

If the employee wants Dede or Georgette to make the arrangements, they will need this information for TSA/Security:

- Name of person (as it appears on their driver's license)
- Date of Birth
- Cell #
- Office staff has an arrangement with Days Travel (207-623-4591) where you can call and make your reservations and then they call her to confirm it is ok to proceed.

If you have any questions on any of this information, please contact Maine DOE front staff