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### **Standard Reimbursement Rates, Travel Regulations and Policy**

#### General Requirements - must adhere to State of Maine travel policy

All travel must be authorized prior to any grant program reimbursement. Expenses of a personal nature, incurred for the convenience of the traveler, will **not** be reimbursed.

#### Meal Reimbursements

For out-of-state travel, rates established by GSA will be used. These rates are found on the GSA website <https://www.gsa.gov/portal/content/104877>

Actual costs for meals, **not** to exceed daily meal allowances are eligible for reimbursement with receipt if it is the policy of the employing agency. You will not be reimbursed for any meals that exceed the allowable daily per diem rate and if provided at a meeting or conference.

On the day of departure, breakfast is allowable if you leave prior to 6:00 am. On the day of return, dinner is allowable if your arrival is after 6:00 pm.

#### Travel

Travel arrangements shall be pre-determined and must be pre-approved by your MeBHS Highway Safety Coordinator for procedural uniformity and to obtain the most economical and practical mode of transportation. For in-state travel, mileage to and from your destination is reimbursed per the mileage listed on the State of Maine mileage chart. Mileage for out-of-state destinations must be obtained from Map Quest (or other similar) program. Reimbursement for excessive area travel requires justification.

#### Lodging

Reimbursement for reasonable lodging costs will be allowed for approved in-state or out-of-state travel according to state guidelines. If it is feasible to travel home after the last meeting, no lodging will be allowed for that night.

#### Ground Transportation

Fares for taxi, bus, train, subway, and/or other public ground conveyance are reimbursable with a receipt. A passenger vehicle may only be rented when other means of transportation are impractical, unavailable, or would result in higher costs. The most economical and practical vehicle will be used when incurring the cost. If rental of a larger vehicle is unavoidable, obtain a statement for the rental agency to accompany the reimbursement.

#### Baggage and Parking Fees

Baggage and parking fees will be reimbursed with a receipt.