

# **Travel Expenses Reimbursement**

**POLICY:** It is the policy of the Board that travel and/or lodging expenses or reimbursements may be accepted by Board members and employees from bona fide regulators, associations of which the Board or employee is a member, and from groups or associations of persons or entities not directly regulated by the Board. Board employee travelers are not to be reimbursed more than the actual expenses of travel.

Board members or employees shall not accept travel or lodging expenses or reimbursement from regulated persons, regulated entities or associations of regulated persons or entities, except in those instances in which the employee is a featured speaker at the event, and then only for that amount of time incidental to the employee's participation. (Example: If an employee is a speaker on the third day of a four-day conference, the employee may accept one night's lodging and incidental meals, but cannot accept lodging and meal expenses for the full four days of the conference). An exception is allowed if the full program is of interest to the Board's business, and the traveler files a written report.

**EFFECTIVE DATE:** February 8, 2005

**REVISION DATE:**

**HISTORY:** Maine Bureau of Accounts and Control policy # 10.20.60 under Travel Management Requirements requires agencies to develop internal policies and procedures and to consider ethical issues when employee travel expenses are to be reimbursed by a person or non-state entity