

Chapter 10 - Travel

10.50 Transportation

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10.50 Transportation

10.50.10 What types of transportation costs are reimbursable?

Reimbursable transportation expenses include the costs of all necessary official state business travel on railroads, airlines, ships, buses, private motor vehicles, and other usual means of conveyance.

10.50.20 Reimbursement for privately-owned motor vehicle use

10.50.20.a The agency head, or authorized designee may authorize the use of a privately-owned motor vehicle in the conduct of official state business when it is more advantageous or economical to the state that a person travel by a privately-owned vehicle rather than a common carrier or a state-owned or operated passenger motor vehicle. Central Fleet Management will provide guidance to agencies as one guideline for assisting in making such a determination. Agencies, as part of their required, positive system of control over travel, must adopt these guidelines for satisfying the "more advantageous or economical criterion". Travelers should check with their agency for availability of a State vehicle.

Reimbursement for the use of a privately owned motor vehicle on official state business is to be at the private vehicle mileage reimbursement rate in effect at the time of travel as established by the collective bargaining agreements negotiated by the State of Maine and the various employee bargaining agents, and Title 5, Subsection 8.

10.50.20.b Point-to-point mileage in the state is to be determined on the basis of the distances shown on the latest Department of Transportation Official State Highway Map or other standard highway mileage guide. Out-of-state mileage is to be determined on the basis of standard highway mileage guides.

"Vicinity" or local miles, as determined by odometer readings, may be shown on the Travel Expense Voucher as a separate figure.

10.50.25 Restrictions on reimbursement for privately-owned motor vehicle use

10.50.25.a DEFINITIONS OF TERMS USED IN MILEAGE REIMBURSEMENT RULES:

Points of Travel

OR -- an employee's "official residence" (his or her home).

OS -- an employee's "official duty station" (the worksite to which the employee is normally assigned)

Note: For employees who are headquartered out of their homes, their OR and OS are one and the same.

TDS -- an employee's "temporary duty station" (a location where the employee is assigned to work on a temporary basis)

Types of trips

Round trip -- the employee travels from one point to another and returns to the first point. It involves no stops between the first and second point in either direction.

A **triangle** – the employee travels between the OR, OS and TDS and back to the OR. An employee may also travel to the TDS before the OS, that is, from the OR to the TDS to the OS, and back to the OR.

A **straight line** – the employee travels between two points and may make one or more stops along the way in one or both directions.

MILEAGE REIMBURSEMENT RULES:

Preface

- A. When an employee travels between his OS and his OR in either direction without stopping at a TDS the employee's mileage is never reimbursable.
- B. All miles are reimbursable when an employee travels between TDSs.

Round trips

- 1a. When an employee travels from an OS to a TDS and back to the OS, all miles are reimbursable.
- 1b. When an employee travels round trip directly between his OR and a TDS and back to his OR, he is reimbursed for the lesser of the round trip miles between his OR and the TDS or the round trip miles between his OS and the TDS.

Triangles

- 2a. When an employee travels as part of a triangle between his OR and a TDS, in either direction, he is reimbursed for the lesser of the miles from his OR to the TDS or from his OS to the TDS.
- 2b. When an employee travels as part of a triangle between a TDS and his OS, in either direction, all miles are reimbursable.
- 2c. If an employee travels between his OS and OR as one leg of a triangle, those miles are not reimbursable.

Straight Lines

3. If there is one or more TDS between an employee's OR and OS in a straight line, reimbursement is made in accordance with 2a and 2b of the triangle rules.

10.50.25.b

- Working during hours or days that the employee is not normally scheduled to work **does not** entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official headquarters.

Example: An employee works 10 hour days Monday through Thursday and has Fridays off. The employee is required to come into the office on Friday, to take care of an emergency. The employee leaves from home and travels to the office to take care of the emergency and returns home. The employee is not entitled to mileage reimbursement, since the trip is considered the employee's normal commute.

- When an employee is assigned to work at more than one location (building) within their official headquarters, they may be reimbursed only for the miles driven between the work locations. The mileage from home to the additional work/training location is not reimbursable if it is in the same city as the official headquarters.

10.50.25.c Because of the potential of misuse in this area, agencies are cautioned to strictly adhere to Section 10.10, Travel Management Requirements and Restrictions. Agency written internal policies and procedures are to be established to ensure **all** claims for personal vehicle mileage are for travel that is **both critical and necessary** for state business.

10.50.25.d Reimbursement for the use of a privately owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.

10.50.30 When may a rental motor vehicle be used?

10.50.30.a A rental motor vehicle may be used for official state business under the following conditions:

- A state owned or operated motor vehicle is not available; or
- The use of the rental motor vehicle is advantageous to the state, or more economical than other conveyance, or necessary state business cannot be accomplished otherwise (e.g., mail, telephone, etc.); and
- Use has been approved in advance by the agency head or authorized designee.

10.50.35 Restrictions and requirements on rental motor vehicle use

10.50.35.a Rent motor vehicles from rental firms approved by the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases.

If the traveler does not have access to a state travel card, the traveler's personal financial resources may be used to obtain the rental motor vehicle.

10.50.35.b When the traveler is billed individually and seeks reimbursement for purchase of rental car services, the traveler should attach the original receipt for the costs to the Travel Expense Voucher. Record the date and purpose of the trip on the Travel Expense Voucher.

10.50.35.c Transporting of unauthorized passengers in a rental vehicle is considered a personal decision. The state of Maine will not provide excess liability protection to any unauthorized passengers in the event of an accident.

10.50.35.d The state policy for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.

10.50.35.e Since the use of rental motor vehicles makes it difficult to segregate charges between official use and occasional incidental personal use, the agency head or authorized designee is to establish written internal policies in accordance with Subsection 10.10.10 to guard against abuse and require the traveler to pay for all personal miles driven.

10.50.35.f When the traveler is approved to procure a rental motor vehicle, the traveler should acquire all the available insurance relating to liability and physical damage. Most commonly referred to as "CDW" or a Collision Damage Waiver. Please note: Any additional health insurance will not be reimbursable as the traveler should be covered by the existing employee health plan.

10.50.40 Agencies may purchase airline and other common carrier tickets in advance under certain conditions

When an agency determines it can save money by taking advantage of discounts offered by a common carrier for advance bookings and payments, it is authorized to pay for airline or other common carrier tickets prior to a scheduled trip if the following conditions are met:

1. The ticket is purchased competitively after receiving three bids, one or all which may be an internet quote. The seller must be an approved vendor.
2. The agency retains control of the ticket or E-Ticket authorization numbers(s). Tickets or E-Ticket authorization numbers should be provided to travelers in a timely manner in advance of travel to avoid last minute problems.

10.50.45 How to purchase airfare

10.50.45.a Each Agency/Department will be responsible for a Primary Travel Coordinator and a back-up. Only upon approval from the Agency Travel Coordinator will the Travel Card be used for purchasing airline, registration fees, car rentals and lodging. Per Diem, incidentals, etc. will still be reimbursed through the expense process.

10.50.45.b All purchases of air travel must include Quotes (telephone or written) that have been requested from at least three qualified sources, which may be internet quotes, for the required itinerary. Written documentation of the quotes should include, at a minimum, name of agency person obtaining quote, date and time of quote, and travel agency from which the quote was obtained, if applicable.

10.50.50 Airline contracts and limitations on reimbursement

Reimbursement shall be at the lowest applicable air fare **not to exceed** tourist class or its equivalent. This reimbursement limitation may be exceeded, if necessary, for the Health and Safety of the traveler (Subsection 10.10.35), and when persons with a disability (and a personal care attendant, if necessary for the person with a disability to travel) are required to travel.

10.50.55 Criteria and limitations for airport selection

10.50.55.a Use the criteria for selecting travel alternatives stated in Subsection 10.10.20 for airport selection. In most cases, this means agencies must select the most economical alternative.

10.50.55.b

Use of the local airport is assumed to result in travel expenses that are most economical to the state. Travelers are expected to use their local airport when traveling by regularly scheduled air service on state business, unless an alternative meets one of the criteria and conditions noted in Subsection 10.10.20.

A "Local Airport" is the airport that offers regularly scheduled air service that is closest to the point from which travel begins. In most situations it would be the airport closest to the traveler's residence. For out-of-state destinations, the closest airport that provides direct out-of-state flights may be considered the local airport.

The traveler is to provide documentation to support a decision to use an airport other than the local airport.

If the traveler chooses another airport for reasons other than those specified in Subsection 10.10.20, the traveler must bear any costs in excess of the most economical costs.

10.50.65

Limitations on reimbursement for non-air common carrier costs

Normally, the maximum reimbursement for transportation expenses via non-air common carriers is the lowest applicable fare not to exceed the lowest class fare. This reimbursement limitation may be exceeded if necessary for the Health and Safety of the traveler (Subsection 10.10.35), and when persons with a disability (and a personal care attendant, if necessary for the person with a disability to travel) are required to travel.

10.50.70

How changes in itinerary affect reimbursement

If there is an authorized change in a traveler's itinerary while on travel status to conduct official state business, the traveler, whenever possible, is to pay the added cost using the corporate travel card. If the traveler does not have access to a corporate travel card, the traveler may pay for the added cost from personal financial resources. The traveler is to attach the receipt for the added cost to the Travel Expense Voucher, or reference the agency file location.

In all cases where a traveler is billed individually and is seeking reimbursement for purchase of air carrier services, original receipts are to be attached to the Travel Expense Voucher, or reference the agency file location.

10.50.75 **May the traveler purchase common carrier transportation from personal financial resources?**

Except as provided in Subsection 10.50.70, a traveler may only use their personal financial resources to purchase common carrier transportation in an emergency situation.

When a traveler is billed individually and seeks reimbursement for purchase of common carrier services, the traveler must attach receipts to the Travel Expense Voucher or reference the agency file location.

10.50.80 **Refunds for unused transportation services**

The agency should receive a refund for unused tickets. In the current year, the agency is to treat such refunds as recoveries of expenditures.