

## Memorandum of Agreement

# MECDHH/GBSD and MSEA Agreement 2021-2023 Mileage Reimbursement Rate and Travel Protocol

## Support and Professional Contract:

For the 2021-2023 fiscal years, the reimbursable mileage rate in the MSEA Professional and the MSEA Support Contract will be changed from the federal government rate to the state government rate. The travel protocol as presented in this MOA will be in effect for the 2021-2023 fiscal years. At the end of the current contract term, 6-30-23, the reimbursable mileage rate will revert back to the federal government rate, and the travel protocol will no longer be in effect.

*Training will be provided by MECDHH to each individual employee during onboarding.*  
The following travel protocol will be in effect until June 30<sup>th</sup>, 2023

### **\*\*\*\*\* Health and Safety of MECDHH Employees while Traveling\*\*\*\*\***

*The health and safety of MECDHH employees is a top priority in the conduct of travel related activities. MECDHH employees, with approval from their Director or designee, may alter travel plans and itineraries with consideration of hazardous inclement weather and other situations that could threaten the health and safety of the MECDHH employee. To attain approval, the employee must promptly notify their Director or designee of changes in travel plans, including but not limited to, the reason for any additional expense.*

## Mileage Reimbursement For Personal Vehicles

### Definitions:

- A. Official Residence (OR) means an employee's home.
- B. Official Duty Station (OS) means the worksite to which the employee is normally assigned. An Official Duty Station can be a MECDHH Regional Site or Satellite Office. When appropriate the Official Duty Station can mean the employee's home.
  - Note: For employees who are headquartered out of their homes, their Official Residence and Official Duty Station are one and the same.
- C. Temporary Duty Station (TDS) means a location where the employee is assigned to work on a temporary basis. Temporary Duty Stations include, but are not limited to, an appointment at a child's home or school or an off-site meeting location.

#### D. 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 Official Residence, Official Duty Station and Temporary Duty Station and back to the Official Residence. An employee may also travel to the Temporary Duty Station before the Official Duty Station, 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.

#### **Assignment of Official Duty Station**

- Each MECDHH employee will be assigned an Official Duty Station by their Director.

#### **Mileage Reimbursement to Temporary Duty Stations**

- You may use a personal vehicle for business related travel when a MECDHH owned vehicle or common carrier (eg: bus, train) is not available, is not cost effective, or is otherwise not appropriate. Before a trip, justification is required for use of a personal vehicle. Contact your director for verification.
- Mileage reimbursement will be based on the rate stated in the collective bargaining agreement/memorandum of understanding.

#### **Mileage Reimbursement Rules (Personal Vehicles)**

##### 1. Types of Trips

###### a. **Round trips**

- i. When an employee travels from an OS to a TDS and back to the OS, all miles are reimbursable.
- ii. 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.

###### b. **Triangles**

- i. 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.
- ii. When an employee travels as part of a triangle between a TDS and his OS, in either direction, all miles are reimbursable.
- iii. If an employee travels between his OS and OR as one leg of a triangle, those miles are not reimbursable.

###### c. **Straight Lines:**

- i. If there is one or more TDS between an employee's OR and OS in a straight line, reimbursement is made in accordance with 1.B.i and 1.b.ii

- ii. 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 OR and their OS
- d. If your home is your official duty station, a total commuting distance of 20 miles per day will be deducted from your reimbursable miles

## **2. Personal Vehicle Use Procedures and Guidelines**

- a. The employee's commute between his/her Official Residence and his/her Official Duty Station in either direction, without stopping at a Temporary Duty Station, is not reimbursable.
- b. All mileage between Temporary Duty Stations are reimbursable miles.
- c. Tolls, parking fees and ferry fares incurred during reimbursable miles are reimbursable with receipts.
- d. Employees will at all times attempt to schedule appointments in a manner resulting in the least cost to the district. Directors have the option of disallowing mileage if the routes/appointments appear to have been poorly planned or are excessive in nature.
- e. Mileage between locations will be determined using the shortest distance indicated by google maps.
- f. The Business Office will round to the nearest whole number when reimbursements are calculated mileage totals when reimbursements are calculated.
- g. Fines, towing charges, violations (e.g. traffic, speeding, parking) and auto club memberships are not reimbursable.
- h. Mileage is not reimbursable when a traveler uses another individual's personal vehicle, unless prior-authorization is received from your supervisor.
- i. All mileage reimbursements must have a specific business purpose of travel indicated on the reimbursement form. Statements such as "on official business," "in the course of duties," "to attend meetings," etc., are not acceptable.
- j. Parking and toll expenses — all reasonable and necessary parking and toll charges will be reimbursed. Receipts or copy of EZ pass charges are required.
- k. Car Pooling will be utilized whenever possible. If carpooling is available and you choose to take your own vehicle your mileage will be disallowed.
- l. Timely Submission-all mileage reimbursements must be submitted to your director within 30 days of incurring the expense.

### **Mileage Reimbursement Professional Development/Conference**

- Mileage to and from pre-approved professional development/conference (hereafter referred to as P.D.) locations will be reimbursed at a rate stated in the Collective Bargaining Agreement.
- Reimbursable miles will be based on the lesser of the distance from the employee's official duty station to the destination or the distance from the employee's home to the destination.
- Mileage will not be reimbursed for driving to "other locations" while at the conference/professional development (unless required).
  - For example, mileage will not be reimbursed for driving to a different location for dinner or evening entertainment. If your hotel is not located at the conference center, mileage from your hotel to and from the conference will be reimbursed.
- When a number of employees are attending the same P.D. it is expected that people will carpool to the maximum degree possible.
- Exceptions to the above will not be made unless there are extenuating circumstances and prior approval is received from your Supervisor.
- Tolls will be reimbursed if a receipt is attached to your expense report. If you have an EZ pass you still need to provide a receipt.
- Timely Submission-all mileage reimbursements must be submitted to your director within 30 days of incurring the expense.

### **Overnight Expenses**

- Timely Submission-all overnight expense reimbursements must be submitted to your director within 30 days of incurring the expense.

### **Hotel/Flights:**

- Overnight hotel expenses will only be reimbursed if pre-approved by your supervisor.
- Employees are expected to pursue travel options which will result in the least amount of cost to the school.
- Only hotel room charges and applicable taxes will be reimbursed.
- Only flight charges and one bag check fee will be reimbursed.
- If an employee chooses to drive their personal vehicle when the cost of airfare is less expensive, only the equivalent cost of coach airfare is reimbursable.
- Full mileage amounts must be noted on the expense report or travel voucher and the coach airfare equivalent must be claimed as reimbursement. Documentation must be provided to support the coach amount.
- When multiple employees are staying in the same location, the employees will be expected to share a room to lower the cost to the school.

**Meals:**

Meals will not be reimbursed unless the P.D. requires the employee to stay overnight.

**The guidelines below assume there is an overnight stay involved with your travel:**

- On the day the employee leaves for P.D. if the travel arrangements require them to leave your home prior to 6AM y they may be reimbursed for breakfast on that day.
- All subsequent meals (breakfast, lunch, dinner) will be reimbursed through the last day of travel
- If the last day of travel gets the employee home after 6PM, the dinner will be reimbursed that day.
- Reasonable costs of breakfast, lunch and dinner will be reimbursed to the employee if they have the **detailed** receipt attached to their expense report (a credit card receipt with just a total does not suffice).
- Maximum reimbursement amounts for breakfast, lunch and dinner are identified in the collective bargaining agreements.
- Alcohol will not be reimbursed.
- If you are paying for other employees of the district you must write the names of those employees on the corresponding receipt.
- Additional "snacks" including water and coffee in-between meals will not be reimbursed.
- Meals cannot be combined as one total on the expense report. There must be an entry for each reimbursable receipt.

**\*Note: In areas unaddressed by this MOA MECDHH shall follow the applicable Mileage and/or Travel for Policies the State of Maine Executive Branch Employees.**

  
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Michael Pulsifer, School Board Negotiator

10-7-21  
Date

  
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Tim McGuire, MSEA Chief Negotiator

10/08/2021  
Date