

**Memorandum of Agreement (MOA)  
MECDHH/GBSD and MSEA Mileage Reimbursement and Travel Protocol**

Per agreement by both parties during the 2025-2028 contract negotiations, this protocol will be effective through June 30, 2028.

For the 2026, 2027, and 2028-fiscal years, the reimbursement mileage rate in the MSEA Professional and MSEA Support Contracts (Article 19.A.1) will be changed from the federal government rate to the state government rate. The state government rate will be used for this MOA.

Training will be provided by MECDHH/GBSD to each individual employee during onboarding.

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

*The health and safety of MECDHH/GBSD employees is a top priority in the conduct of travel related activities. MECDHH/GBSD employees, with approval from their supervisor, 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/GBSD employee. To attain approval, the employee must promptly notify their supervisor of changes in travel plans, including but not limited to, the reason for any additional expense.*

**1. Mileage Reimbursement for Personal Vehicles**

A. Definitions:

- i. Official Residence (OR) means the employee's home.
- ii. Official Duty Station (ODS) means the worksite to which the employee is normally assigned. An ODS-can be a MECDHH/GBSD Deaf Education Program Site or an employee's home.
  - a. Note: For employees who are assigned to work out of their homes, their OR and ODS are one and the same.
- iii. Temporary Duty Station (TDS) means a location where the employee is assigned to work on a temporary basis. TDS include, but are not limited to, an appointment at a child's home or school or an off-site meeting location.

B. Types of trips:

- i. 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.
- ii. A triangle - the employee travels between the OR, ODS, TDS and back to the OR. An employee may also travel to the TDS before the ODS, that is, from the OR to the TDS to the OS and back to the OR.
- iii. A straight line - the employee travels between two points and may make one or more stops along the way in one or both directions.

**2. Assignment of Official Duty Station**

A. Each MECDHH/GBSD employee will be assigned an ODS by their supervisor.

3. **Mileage Reimbursement to Temporary Duty Stations**

- A. An employee may use a personal vehicle for business related travel when a MECDHH/GBSD 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 supervisor for approval.
- B. Mileage reimbursement will be based on the rate stated in the collective bargaining agreement/memorandum of understanding.

4. **Mileage Reimbursement Rules (Personal Vehicles)**

A. Types of Trips

i. Round trips:

- a. When an employee travels from an ODS to a TDS and back to the ODS, all miles are reimbursable.
- b. When an employee travels round trip directly between their OR and a TDS and back to their OR, they will be reimbursed for the lesser of the round trip miles between their OR and the TDS or the round trip miles between their ODS and the TDS.

ii. Triangles:

- a. When an employee travels as part of a triangle between their OR and a TDS, in either direction, they will be reimbursed for the lesser of the miles from their OR to the TDS or from their ODS to the TDS.
- b. When an employee travels as part of a triangle between a TDS and their ODS, in either direction, all miles are reimbursable.
- c. If an employee travels between their ODS and OR as one leg of a triangle, those miles are not reimbursable.

iii. Straight lines:

- a. If there is one or more TDS between an employee's OR and ODS in a straight line, reimbursement is made in accordance with 4.A.ii.a and 4.A.ii.b.
- 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 OR and their ODS.

B. Personal Vehicle Use Procedures and Guidelines

- i. The employee's commute between their OR and ODS in either direction, without stopping at a TDS, is not reimbursable.
- ii. All mileage between TDS are reimbursable miles.
- iii. Tolls, parking fees and ferry fares incurred during reimbursable miles are reimbursable with receipts (including EZ pass).

- iv. Employees will at all times attempt to schedule appointments in a manner resulting in the least cost to the organization. Supervisors have the option of disallowing mileage if the routes/appointments appear to have been poorly planned or are excessive in nature.
- v. Mileage between locations will be determined using the shortest distance indicated by google maps.
- vi. The Business Office will round to the nearest whole number when
- vii. Fines, towing charges, violations (e.g. traffic, speeding, parking) and auto club memberships are not reimbursable.
- viii. Mileage is not reimbursable when a traveler uses another individuals' personal vehicle, unless prior authorization is received from the supervisor.
- ix. 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.
- x. Carpooling will be utilized whenever possible. If carpooling is available and the employee chooses to take their own vehicle the mileage will be disallowed.
- xi. Timely Submission - all mileage reimbursements must be submitted to the supervisor within 30 days of incurring the expense.

**5. Mileage Reimbursement Professional Development/Conference**

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

**6. Overnight Expenses**

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

7. **Hotel/Flights**

- A. Overnight hotel expenses will only be reimbursed if pre-approved by the supervisor.
- B. Employees are expected to pursue travel options which will result in the least amount of cost to the school.
- C. Only hotel room charges and applicable taxes will be reimbursed.
- D. Only flight charges and one bag check fee will be reimbursed.
- E. If an employee chooses to drive their personal vehicle when the cost of airfare is less expensive, only the equivalent cost of coach airfare will be reimbursable.
  - i. Full mileage amounts must be noted on the expenses report and the coach airfare equivalent must be claimed as reimbursement. Documentation must be provided to support the coach amount.
- F. 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.

8. **Meals**

- A. Meals will not be reimbursed unless the PD requires the employee to stay overnight. Please refer to meal reimbursement rates stated in the Collective Bargaining Agreements.

9. **Guidelines for overnight travel**

- A. On the day the employee leaves for PD, if the travel arrangements require them to leave your home prior to 6AM, they may be reimbursed for breakfast on that day.
- B. All subsequent meals (breakfast, lunch, dinner) will be reimbursed through the last day of travel.
- C. If the last day of travel gets the employee home after 6PM, the dinner will be reimbursed that day.
- D. 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 the total does not suffice).
- E. Maximum reimbursement amounts for breakfast, lunch and dinner are identified in the Collective Bargaining Agreements.
- F. Alcohol will not be reimbursed.
- G. If an employee pays for other employees of the organization they must write the names of those employees on the corresponding receipts.
- H. Additional "snacks" including water and coffee in between meals will not be reimbursed.
- I. 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 the MOA, MECDHH/GBSD shall follow the applicable Mileage and/or Travel Policies for the State of Maine Executive Branch Employees.

DocuSigned by:

*Thomas Minch*

8/28/2025

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School Board Negotiator

Date

Signed by:

*Kate McLaughlin*

8/29/2025

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MSEA Chief Negotiator

Date