

EXPENSE REIMBURSEMENT - STATEMENT OF POLICY

The available funds of the Association represent the weekly contributions of all members and are limited; they must be used with discretion in the interest of the membership. Only actual and necessary expenses essential in the performance of official duties will be reimbursed. All expenses must be governed by the rule of what is reasonable and proper.

Detailed Receipts must accompany all reimbursement vouchers for meals, lodging, tolls and unusual expenditures. (Unusual expenditures should be fully explained on the reimbursement voucher.)

Reimbursement for out-of-state travel will not be allowed unless prior approval from the Board of Directors is obtained.

Entertainment and/or promotional activities in the name of the Association shall be assumed only by those specifically authorized by the Board of Directors.

No employee, officer or official of the Maine State Employees Association shall be reimbursed for any meals or lodgings if their work location or residence is within a reasonable distance from MSEA or an MSEA function. Expenditures for meals may be permissible when related to an official meeting authorized by the President, Executive Director or the Board of Directors.

The number of meals and nights of lodging should be within reason for the period of time needed to conduct Association business and return home.

Members needing overnight accommodations when on MSEA business shall make lodging reservations through MSEA. Members are required to double up. Exceptions will be granted if there is a medical reason, gender or a smoker/non-smoker issue. If a member chooses as a personal preference not to double up, the member shall pay ½ the room rate at the time of check out.

Reasonable expense for meals not to exceed \$4.00 for breakfast; \$8.00 for lunch; and \$12.00 for supper (tax and gratuities included). In order to qualify for evening meals reimbursement for a daytime meeting, the meeting adjournment time plus the members' normal travel time must exceed 6:30 p.m. To qualify for breakfast meal reimbursement, a member must be in overnight status. **No members' dues will be used for the purchase of alcoholic beverages.**

Effective 01/01/2009 mileage will be paid at the rate of \$.42/mile; \$.48/mile for handicap-equipped vehicles; and \$.44/mile for carpooling. Whenever possible, members should make every effort to use carpools and must indicate on voucher the names of those members who carpooled.

For committee activities, the chairperson or acting chairperson shall sign all reimbursement vouchers submitted by the committee members or duly invited Association members before the vouchers are sent to headquarters for payment.

Those individuals who are traveling under state expenses at the time of an Association function shall not request duplicate payment from the Association.

On attendance at meetings: anything short of participation through the end of the meeting is short-changing your co-members and defeating the purposes of the Association.

Caucus and Annual Meeting Expenses (New 2013)

There is an established 100 mile one-way limit for Thursday night lodging and expense reimbursement (prior to annual meeting) for delegates to the Annual Meeting and a 40 mile one-way limit for lodging Friday night. For good cause, the President, Executive Director or Director of Finance and Administration may grant exceptions.

Members attending their area caucus may be reimbursed up to \$6 per hour for one (1) child and \$10 per hour for two (2) or more children per caucus. The caucus limits this individual reimbursement to \$100 per caucus. Elected member delegates attending the annual meeting may be reimbursed up to \$6 per hour for one (1) child and up to \$10 per hour for two (2) or more children. The Board limits this individual reimbursement to \$200 per annual meeting. All requests for childcare reimbursement must be approved in advance by contacting MSEA/SEIU.

If a delegate is unable to attend the annual meeting, this should be communicated to the chapter president as soon as known so that the president can notify MSEA that the delegate will not be in attendance and not eligible for receipt of any compensation. This also applies if the delegate must arrive to the annual meeting late or depart early.

Any delegate who does not attend open sessions without cause will be asked to reimburse MSEA/SEIU Local 1989 for expenses incurred by MSEA/SEIU Local 1989 and will not be eligible for reimbursement of expenses (lodging/mileage/meals). Reimbursement is contingent upon full and complete participation unless an exception for the early departure or late arrival is granted by the chapter president, prior to the event or when informed of a valid emergency.

Voluntary contributions to PASER (Political Action by Service Employees and Retirees) may be made through a deduction on your reimbursement voucher. Please indicate the amount you wish to contribute in the space provided on the voucher.

Reimbursement vouchers should be submitted regularly. To guarantee payment, requests for reimbursement must be submitted within six (6) months of the event or activity. Vouchers submitted in excess of six (6) months require a written explanation of circumstance requesting a waiver to the policy. Payment after six (6) months is not guaranteed. If a waiver is approved (by the Board of Directors), only one such waiver will be granted in a twenty-four (24) month period per member.