



#4: Meal & Travel Allowances & Reimbursement

(Effective December 2024)

I. PURPOSE

The purpose of this policy is to establish ~~meal & travel~~ expense reimbursement guidelines ~~rates~~ for County employees.

~~Employees required to travel and/or use personal conveyances on official business for the County will be reimbursed for such~~ may request reimbursement for expenses as food, lodging and transportation expenses as may be incurred while on such official business of the County in accordance with this Policy. Only necessary food, lodging and transportation expenses incurred by employees during travel for County business are eligible for reimbursement.

II. DEFINITIONS

- A. Same-Day travel is when an employee conducts County business, including attending trainings or a conference, in a location that is different than their regular place of employment or assigned work area and travel to the location does not require an overnight stay.
- B. Multi-day travel is when an employee conducts County business, including attending trainings or a conference, in a location that is different than their regular place of employment or assigned work area and travel to the location requires an overnight stay.
- C. An "Overnight Stay" may be required when a conference, training, or event occurs over multiple consecutive days and/or when it would be difficult to arrive at the location of the conference, training, or event in a timely manner or safely return from that location in a single day because of the timing of the event and distance from the employee's home or regular place of employment.

III. REQUEST PROCEDURES

The procedures for requesting reimbursement for travel expenses depend on whether an employee engages in single-day or multi-day travel.

- A. Multi-Day Travel Expenses. ~~E~~Those employees who wish to attend a traveling for County business to locations training/conference (in or out of state) that includes require an overnight stay, either before or after the training/conference, shall must submit complete a *Multi-Day Travel & Professional Development /Training Request Form* as (located on the Staff Intranet) attached in Appendix G. A full estimate of all eligible travel costs shall be provided within the request form. The request form shall be approved by: 1) the employee's ~~Those employees who plan on traveling for training shall receive permission from their immediate supervisor~~ Director, Deputy Director, or a Captain level supervisor or above and 2) the County Manager or ~~his/her/they~~ designee Assistant County Manager prior to travel plans being made.



A copy of the approved *Multi-Day Travel & Professional Development Request Form* must be submitted to the Finance Department with an itemized and approved *Expense Reimbursement Form* (located on the Staff Intranet), the receipts itemizing the expenses to be reimbursed, and any credit card statement that includes the actual travel charges placed on the credit card.

When a supervisor travels, ~~assurances arrangements~~ shall be made ~~that the~~ to ensure the office will be covered by another supervisor during the travel period.

Cumberland County is not responsible for hotel arrangements prior to a flight. Lodging expenses will only be covered by the County at the location where the training or conference is being held.

B. Same-Day Travel Expenses. Employees traveling on County business that does not require an overnight stay shall complete an itemized *Expense Reimbursement Form* (located on the Staff Intranet). A full itemization of all actual and necessary travel expenses shall be provided within the request form. The *Expense Reimbursement Form* must be approved by the employee's Director, Deputy Director, or Captain level supervisor or above for reimbursement of Same Day travel and meal expenses.

Approved *Expense Reimbursement Forms* must be submitted to the Finance Department with the receipts itemizing the expenses to be reimbursed and any credit card statement that includes related travel charges placed on the credit card.

C. Credit Card Expenses. Travel expenses placed on a County credit card are not eligible for reimbursement. Employees must follow the approval procedures and documentation requirements in this Policy and the County Credit Card Policy when using a County credit card for travel expenses (Policy # 14).

~~IV.~~ **POLICY MEAL EXPENSES**

~~Employees required to travel and/or use personal conveyances on official business for the County will be reimbursed for such expenses as food, lodging and transportation as may be incurred while on such official business of the County.~~

Meal expenses are divided between the following categories: Same-Day, and ~~In-State Multi-Day~~ Multi-Day.

At no time will the County reimburse employees for alcoholic beverages.

Same-day meal expenses are those that have been approved for one-day events, typically but not necessarily within the state of Maine. Multi-Day expenses are those that require an



~~employee to spend multiple days outside of their normal work environment and seek outside lodging, and may or may not be located within the state of Maine~~

The ~~limits maximum~~ allowances for meal expenses are as follows:

~~A. A. Same-Day Meal Reimbursements~~ **Allowances(In-State or Out-of-State):** The County will only reimburse employees for Same-Day meal expenses that are actually incurred while the employee is engaged in travel for County business. Meals that occur outside of actual and necessary travel time are not eligible for reimbursement. An employee shall not be reimbursed meal expenses if a meal is included in the registration costs for a conference or training, or is otherwise provided at no cost to the employee, unless the employee provides a reason for not accepting the provided meal.

Same-D-day meal expenses will have the following maximum allowances including all taxes and tips:

Lunch: \$20

Dinner: \$30

~~The An~~ employee will be reimbursed Same-Day meal expenses by submission of an approved Expense Reimbursement Form and itemized receipts that contain the actual meal expenses incurred by the employee. Non-itemized receipts will not be reimbursed by the County.

~~B. In-State Multi-Day Meal Reimbursements~~

~~Multi-day meal expenses will have the following maximum allowances including all taxes and tips:~~

~~Breakfast: \$15~~

~~Lunch: \$20~~

~~Dinner: \$30~~

~~The employee will be reimbursed by submission of itemized receipts. Non-itemized receipts will not be reimbursed by the County.~~

~~B. Out-of-State Multi-Day Meal Reimbursement~~ **Per-diem:** Meal expenses for Multi-Day travel shall be reimbursed by a flat rate per-diem as follows:

1. First and last day of travel: \$45

2. All other full days of travel: \$65



No itemized receipts are required to be submitted. An employee will be reimbursed the flat rate per-diem by submission of an approved *Multi-Day Travel & Professional Development Request Form* and *Expense Reimbursement Form*. Per-d—Diem reimbursement will be made after the traveling has occurred.

The County Manager has discretion when approving a *Multi-Day Travel & Professional Development Request Form* to adjust the per-diem reimbursement amounts if doing so is necessary to more accurately account for the meal expenses incurred by the employee. County employees in travel status on official county business are entitled to expenses of necessary travel, lodging and meals. They are allowed actual reasonable costs of travel and lodging. ~~Per Diem reimbursement will be made after the traveling has occurred.~~

~~Per Diem reimbursement will be made after the traveling has occurred.~~

~~All out of state travel and per diem must be authorized by the appropriate department head/supervisor, Deputy Manager or County Manager prior to departure.~~

~~C. The purpose of this policy is to provide clear directions on travel reimbursement for all County employees.~~

V. TRANSPORTATION EXPENSES

Cumberland County will cover necessary transportation expenses incurred by employees traveling for County business, including airfare and mileage reimbursement for travel to conferences and trainings and when employees use personal vehicles during working hours for official County business. "Working hours" for purposes of this Policy has the same meaning as working hours/hours worked for purposes of the Fair Labor Standards Act (FLSA). For example, commuting time to travel to and from an employee's regular place of employment or assigned work area is generally not "hours worked" and is not compensated nor eligible for travel reimbursement.

Employees are required to itemize transportation expenses on an approved *Expense Form*, and/or a *Multi-Day Travel & Professional Development Request Form* (for multi-day travel), and submit those forms to the Finance Department with the receipts itemizing the transportation expenses to be reimbursed or attached to the credit card statement that includes the actual costs incurred.

A. **Mileage Reimbursement:** Mileage reimbursement shall be at the standard mileage rate established by the IRS.

An employee is only eligible for mileage reimbursement when using their own private vehicle to conduct County business. Mileage reimbursement is not available when using a County owned vehicle or when traveling with other employees or officials in their privately owned vehicles.



An employee traveling in a personal vehicle from home to a work location other than their regular place of employment or assigned work area during normal working hours is entitled to mileage reimbursement only if the travel is further than the employee's normal commute. When an employee is required to travel further to a location than their regular place of employment or assigned work area, the employee shall be reimbursed the mileage from their regular place of employment or assigned work area to the location they are required to travel/report to.

- B. **Tolls.** Employees may request reimbursement for toll expenses incurred when traveling for County business by submitting an *Expense Reimbursement Form*, and a *Multi-Day Travel & Professional Development Request Form* (for multi-day travel), to the Finance Department with itemized receipts that include the actual toll costs incurred during the travel.

Employees should contact their Director, or Captain level supervisor or above, the County Manager, or Finance Director with questions concerning the applicability of this Policy to specific travel expenses. Eligibility for reimbursement of meal and travel expenses in unique situations may need to be determined on a case-by-case basis.

Delete APPENDIX H1 "Professional Development & Training Request Form"

AMENDMENT EFFECTIVE: OCTOBER __, 2025

Mileage Reimbursement

~~Any employee requesting reimbursement for work-related travel must have prior approval from the Department Head and Commissioners. An employee who elects to use a private vehicle when a County-owned vehicle is made available by the Department Head will not be eligible for reimbursement. Mileage reimbursement shall be at the standard mileage rate established by the IRS. Travel and Expense Forms are available on the County's Intranet.~~

~~In general, mileage will be reimbursed after your normal commute to work, regardless of the location of training. See "For a One Day Trip" for further explanation.~~

~~**Commuting Time**~~



The FLSA states that normal travel time from home to work is not work time and does not need to be compensated. For example, Patrol Deputies in Cumberland County who take their cruiser home with them and drive to their work location in their cruiser are not considered to be at work until they reach their assigned work location. It is my understanding that the CCISO considers a patrol deputy to be at work once he/she reaches their assigned area of work. If the employee is required to perform some work on the way to their assigned area, that time is work time and must be compensated. For example, if an employee lives in Saco and is assigned to work in Standish, the employee is not at work until he/she enters Standish. If the employee is required to perform some work prior to reaching Standish, the employee must be compensated for his/her time for performing that work. See 29 C.F.R. § 785.35. Further, as an illustration, if an employee finishes their work on premises at 5:00PM, is sent to another job that is completed at 8:00PM, and is required to return to the employer's premises at 9:00PM, all of that time is considered to be working time. However, if the employee goes home rather than returning to the employer's premises, travel time after 8:00PM is considered normal travel time from home to work and not considered to be hours worked.

Travel from Home to Work in Emergency Situations

When an employee is called out after completing their days' work and must travel a substantial distance to perform work for the employer, the employee is considered to be working once called out, so the travel time is considered work time. The FLSA takes no position on whether travel time from home to reach a regular place of employment outside of regular hours and travel back home is considered to be work time. See 29 C.F.R. § 785.36. It is my understanding that the CCISO pays employees for their travel time if required to respond to a call outside of their normal working hours, so there is no issue under the FLSA.

Travel Home to Work on Special One-Day Assignment in another Location

Travel from home to a location that is different than the employee's regular work site is not ordinary travel to work time as the employer required the employee to undertake the travel. However, not all of the travel time must be considered to be work time. The amount of travel time the employee normally spends in commuting to work may be deducted from the travel time to the alternate work location and additional travel time beyond the usual commute time is considered to be work time and must be paid. For example, if an employee who lives in Saco and is regularly assigned to work in Standish, is assigned to attend training at the Maine Criminal Justice Academy and the amount of time it generally takes for the employee to drive from home (Saco) to the work location (Standish) is



~~30 minutes, the employee is not entitled to be paid for the first 30 minutes of travel time to and from the MCJA. If the employee lives halfway between the MCJA and his/her regular work location, the employee would not be paid for travel time to attend the academy as the time to reach each place is the same. See 29 C.F.R. §785.37.~~

Overnight Travel

~~When an employee is required to travel overnight for the employer, the time the employee is traveling during normal working hours, including those hours on non-work days, is considered to be work time. Regular meal periods are not considered to be work time. However, time spent in overnight travel outside of regular work hours is not considered to be work time if the employee is a passenger on an airplane, bus, boat, plane or automobile. If an employee travels by plane to Washington D.C. to attend a meeting or training and travels on a day the employee is not scheduled to work, the travel time is not work time, but if it is a regularly scheduled work day and the travel occurs during work hours, the travel time is work time. See 29 C.F.R. § 785.39.~~

Private Automobile Use For Travel Away from Home Community

~~If an employer offers public transportation to an employee for travel away from their home community, but the employee requests permission to drive their own vehicle instead, the employer may count as "hours worked" either the time spent traveling in the vehicle or the time the employee would have had to count as "hours worked" during working hours had the employee used the public transportation. See 29 C.F.R. 785.40.~~

D. Training Time

~~Employee attendance at training that is required by an employer is considered to be work time and must be compensated. Pursuant to 29 C.F.R. § 785.27, training time is not considered to be work time only when the following four criteria are met:~~

- ~~1. Attendance is outside of the employee's regular working hours;~~
- ~~2. Attendance is in fact voluntary;~~
- ~~3. The course, lecture or meeting is not directly related to the employee's job; and~~
- ~~4. The employee does not perform any productive work during such attendance.~~

~~Note that, for the purposes of the criteria above, attendance is not voluntary if it is required by the employer, or if the employee is led to understand or believe that their present working conditions or continued employment would be adversely affected by nonattendance. Further, in determining whether training~~



is directly related to an employee's job, the FLSA provides that training is directly related to an employee's job if it is designed to make the employee handle their job more effectively as distinguished from training an employee for a different job, or to a new or additional skill. See 29 C.F.R. §785.28 and 785.29.

An example of training time that would not be considered to be work time would be an employee who is taking courses towards earning an associate or bachelor's degree. The County may reimburse for some portion of the cost of the course, but the employee is not required by the County to take the courses.

Finally, note that travel time to attend training is governed by the above-referenced travel provisions. If an employee is traveling each day to training, then the employee is considered to be on a one day assignment at another location.

E. Receipts (Non-Per Diem)

The County will reimburse employees for meals and lodging, as long as the employee submits a detailed itemized receipt showing purchased items. At no time will the County reimburse for alcoholic beverages.

A detailed original receipt, issued by the vendor must accompany each expense; summary invoices that only list totals and don't provide detail will not be accepted. The Travel and Expense Form must be submitted through Department Head/Supervisor to the Deputy Manager or County Manager for processing for reimbursement. Prior approval from the Commissioners is required if the above amounts are to be exceeded, and approval must be noted on the Travel and Expense Form.

EFFECTIVE: March 11, 2019