MAINE STATE LEGISLATURE

LEGISLATOR

TRAVEL AND EXPENSE ACCOUNT VOUCHER

Use form for in-state travel during the legislative interim and for out-of-state travel

GAX | | - |

TRAVELER'S NAME AND ADDRESS	
Name:	
Address #1:	
Address #2	
City/State/ZIP	
VENDOR NUMBER: Exec. Dir. Office Use	

DESTINATION: CITY	STATE

PURPOSE OF TRAVEL

Note: All out-of-state travel must be approved in advance by the appropriate Presiding Officer. Meal reimbursements will be adjusted for travel days and for meals that are provided.	**$0.55/mile** or the standard federal rate, whichever is lower For travel to/from Augusta, actual miles as reported to Exec. Dir. on Leg. Info. Form	**In-state**: Actual tolls as reported to Exec. Dir. on Leg. Info. Form; for other authorized in-state travel, actual. **Out-of-State:** Actual; detailed receipt required	**In-state**: Actual up to $70/day with detailed receipt **Out-of-State:** Authorized amount based on single-room rate with detailed receipt.	**In-state max. amts:** B - $12, L - $14, D - $24 **Out-of-state max. amts:** B - $13, L - $15, D - $26 Detailed receipt if >$12	**In-state:** Authorized amount with detailed receipt **Out-of-State:** Authorized amount with detailed receipt	**In-state:** $55/day for auth. mtgs.; $100/day for Special Legislative Session **Out-of-state:** Not applicable.

YEAR			AUTOMOBILE		OTHER (TOLLS, PARKING, ETC)		LODGING	MEAL EXPENSES		OTHER EXPENSES (e.g. Airfare, registrations)		LEGISLATIVE PER DIEM	
MONTH	DAY	POINT TO POINT TRAVELED	# MILES	AMOUNT	ITEM	AMOUNT	AMOUNT	B L D	AMOUNT	ITEM	AMOUNT		AMOUNT
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Office of the Executive Director Use Only:

EXPENDITURE CODING			
FUND	AGY	ORG	APPROP UNIT
010			

Office of the Executive Director Use Only:

In-State:	4270		4271		4273		4274		4275		3890	
Out-of-State:	4380		4381		4383		4384					

TOTAL CLAIMED	$ -

SIGNATURE OF TRAVELER DATE

SIGNATURE OF AUTHORIZED TRAVEL APPROVER DATE

SIGNATURE OF EXECUTIVE DIRECTOR DESIGNEE DATE