



Policy Letter 3-15 Pilotage Commission Reimbursement Policy

March 12, 2015

From: Brian J. Downey, Administrator

To: Maine Pilotage Commission

1. Purpose: This outlines the Maine Pilotage Commission’s policy regarding the State Pilot License renewal process.

2. Discussion: The Maine Pilotage Commission operates under an extremely lean budget. Recognizing that there are important situations that require training and travel, it is the expectation of the Commission that reimbursable expenses be managed by the traveler in a fiscally responsible manner, with an eye toward making economically sound travel choices. Certain expenses incurred by Maine Pilotage Commissioners (as well as MaineDOT and contracted staff) may be reimbursed following the parameters of the policy below. Further, certain training expenses incurred by pilots may be reimbursed following the policy below.

Reimbursable Expenses	Reimbursable Cap	Alternative	Comment
Meals	Actual cost (at or below per-diem)	Federal per-diem rate	Either actual with receipts or per-diem flat rate.
Mileage	0.44	N/A	N/A
Economy air-fare	Actual cost	N/A	N/A
Taxi/train/public transport	Actual cost	N/A	N/A
Courses	Actual cost	N/A	N/A
Training materials	Actual cost	N/A	N/A
Lodging	Actual cost (at or below per-diem)	Federal per-diem rate	Either actual with receipts or per-diem flat rate.
Incidental Expenses	Actual cost	Federal per-diem rate	Either actual with receipts or per-diem flat rate.
Mid-size Car Rental (and fuel)	Actual cost	N/A	N/A

- a. Prohibited expenses: Expenses will not be reimbursed for entertainment, alcohol, costs, that in the opinion of the Commission exceed the market value of goods or services, and any other expense not approved by the Commission (on a case-by-case basis).

3. Routine Commission Meeting Local Travel: Members who are Commissioned under 38 § 89 and the Administrator are entitled to mileage reimbursement for attending Pilotage Commission meetings, hearings and other official pilotage commission business at a rate of .44 per mile (or the current State mileage reimbursement rate if it changes). Non-member attendees, guests, and public attendees are not entitled to mileage reimbursement. Requests for mileage reimbursement must be captured on a mileage reimbursement form and submitted to the Administrator.

4. Travel and Training Reimbursement: Reimbursement requests must be submitted to the Administrator within a month completing the travel or training and shall be accompanied by receipts for all travel expenses (except where per-diem reimbursement is authorized). Per-diem rates may be found by accessing <http://www.gsa.gov/portal/category/100120>. Further, an approved Training Request form must also accompany any reimbursement requests.

- a. Commissioner Travel/Training Expenses: Members who are Commissioned under 38 § 89 and the Administrator are entitled to receive 100% reimbursement of any travel and/or training expenses provided the expenses are required in the performance of pilotage oversight duties and are approved in advance by the Commission.
- b. Pilot Training Reimbursement: Pilots may be reimbursed for Commission approved pilot training at a rate of 75% of the **total** cost of training and associated travel.
- c. Incidental Expenses: Pilots and Commission members may be reimbursed for Commission related incidental expenses when travelling or conducting Commission business at a rate not to exceed \$5.00 per day.

Sincerely,

Brian J. Downey Jr.
Maine Pilotage Commission
Administrator