

## Policy on travel & education

Adopted December 7, 1994

Amended December 14, 2000

Amended November 20, 2003

Amended October 6, 2005

The following policy is adopted for Lamoine Town Officials regarding Town Sponsored **Education**

1. Only duly appointed and sworn officials/employees of the Town of Lamoine shall be eligible for payment or reimbursement of educational classes *costs*.
2. Attendance at classes must be approved in advance by either the Board of Selectmen or the Town Treasurer.
3. Payment for classes shall be made directly to the sponsor of the class. In cases where the employee/official has pre-paid for an approved class, payment may be made to the employee/official.
4. Criteria for approval of attendance shall include but not be limited to:
  - a. Appropriateness of class to job function
  - b. Timing, location of class
  - c. Cost of class
  - d. Overall benefit to town government
  - e. Budget considerations
5. Whenever financially feasible and discounts apply, membership in particular organizations shall be encouraged in order to qualify for discounted class prices.
6. Copies of certificates of completion of each class shall be forwarded to the Town Administrator for inclusion in each employee/official's personnel file.
7. In jobs where certification is offered, employees/officials are encouraged to work toward certification of their job function.

The following policy shall apply to reimbursement of mileage for officials & employees of the Town of Lamoine:

1. Mileage reimbursement shall be granted ~~only~~ for mileage incurred for attendance at an approved education course, meetings requiring out of town mileage, and approved job functions requiring travel from the normal work location within or out of town. Other situations that might apply may be requested and considered on a case-by-case basis.
2. Mileage records are to be kept by the official/employee in written form and submitted to the Town Administrator for payment on the Treasurer's warrant. Information is to include the date, function attended or performed, city or location of the function, and the actual or estimated mileage to and from the function location. The request is to be signed by the employee/official.

3. Mileage shall be reimbursed at a rate **to be determined annually by the Selectmen. That rate shall be set at the first meeting of the fiscal year and shall be an average of the allowable mileage rate by the Internal Revenue Service and the mileage rate reimbursed by the Maine State Government. (Effective October 6, 2005 the rate shall be retroactive to July 1, 2005)** If an employee/official chooses, a gasoline purchase slip may instead be submitted, provided the amount purchased does not exceed the equivalent of **the mileage rate approved by the Selectmen.**
4. Employees/officials may opt to not seek mileage reimbursement if they choose. Reimbursement is not to be considered part of the wages paid by the Town of Lamoine.
5. The Town of Lamoine assumes no responsibility for any actions, accidents, or other occurrences caused by an employee while traveling to or from a function in their personal vehicle.
6. Travel to and from the regular work location within the Town of Lamoine is not reimbursable.
7. If any part of these policies is found to be illegal, that part shall not negate any other part of the policies.

Amended this 14<sup>th</sup> day of December, 2000 by the Lamoine Board of Selectmen  
Amended this 20<sup>th</sup> day of November, 2003 by the Lamoine Board of Selectmen  
Amended this 6<sup>th</sup> day of October, 2005 by the Lamoine Board of Selectmen

/s/S. Josephine Cooper, Chair  
/s/Cynthia Donaldson  
/s/Richard Fennelly, Jr.  
/s/Brett Jones