

# ATV Maine Mileage Reimbursement Policy

ATV Maine will reimburse mileage for the following people and reasons:

ATV Maine Executive Board members:

- Any regional or Annual ATV Maine meeting;
- Any Executive Board meeting;
- Any ATV club meeting at request of the club, documenting reason for the request;
- Attendance at any state committee meeting, town meeting, or landowner meeting.
- Other ATV Maine business travel authorized by ATV Maine President or Executive Director.

Executive Director:

- Any regional or Annual ATV Maine meeting;
- Any Executive Board meeting;
- Attendance at any state committee meeting, town meeting, or landowner meeting;
- Meetings with lobbyist or lawyer;
- Legislative meetings.

District Representatives:

- Any ATV club meeting at the request of the club, in the absence of the Regional Vice President, documenting reason for the request.
- Attendance at any town meeting or landowner meeting, in the absence of the Regional Vice President
- Attendance at ATV Maine Trails Committee meetings.

Business Manager:

- Any regional or Annual ATV Maine meeting;
- Meetings where attendance requested by ATV Maine President or Executive Director;
- Other ATV Maine business travel authorized by ATV Maine President or Executive Director.

Committee members:

- Attendance at any committee meeting on which they are members.

Any other ATV Maine member as authorized by the President or Executive Director

The current (1-1-2013) rate for mileage reimbursement is \$0.50 per mile. Reimbursement will be made for each vehicle, not to multiple attendees in one vehicle.

Claims should be submitted for mileage reimbursement from point of departure and point of return, detailing stops, detours, hours of travel, and hours at the meeting.

Claims should be submitted to the Business Manager who will use Mapquest for review and approval and then the Business Manager will forward to the Treasurer for payment.

No person may authorize their own mileage claim or that of any family member.