

MAINE STATE LEGISLATURE

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To Members of the 102nd Legislature:

The undersigned were appointed to a Joint Interim Committee created by the 101st Legislature "to study and report to the regular session of the 102nd Legislature on a method of implementing the administration of Public Law, 1963, Chapter 398, relating to the mileage and expenses for members of the Legislature."

Chapter 398 of the Public Laws of 1963 (now M.R.S.A., Title 3, Chap. 1, Sec. 2) provides three benefits to legislators commencing with the current session. The rate at which mileage will be paid to legislators once each week that the Legislature is in session is increased from 5¢ per mile to the same rate at which State employees are paid mileage, viz: 9¢ per mile for the first 5,000 miles and 7¢ per mile thereafter. An allowance for meals will be paid to each legislator in the amount of \$5 for each day that he attends the legislative sessions and any legislator who occupies lodging away from home on specified nights will be reimbursed for the amount spent for such lodging not to exceed \$7 per night.

The part of this law pertaining to meals allowance and reimbursement for lodging expense reads as follows:

"Each member of the Senate and House of Representatives shall receive an allowance for meals in the amount of \$5 for each day in attendance at sessions of the Legislature. Each member occupying overnight accommodations away from home immediately preceding or immediately following attendance at daily sessions of the Legislature shall be reimbursed, under procedures governing state employees, for actual housing expenses not to exceed \$7 per night."

Heretofore a mileage roster has been prepared at the beginning of each session and weekly thereafter throughout the session checks for mileage have been processed by the Controller and delivered to members of the Senate and the House by their respective officers. This Committee considers

that the increase in the mileage rate does not require any departure from this procedure except that to insure accuracy in computing mileage, it is recommended that the Secretary of the Senate and Clerk of the House prepare and deliver forthwith to the Controller a roster of the members of their respective branches listing the mileage to and from each member's place of abode as certified to by such member.

As to processing and payment of the meals allowance and lodging reimbursement, this Committee recommends the following procedure:

1. Members shall fill out and sign a Legislative Expense Account, the suggested form of which is shown on Exhibit A hereto attached.
2. Each member will submit his expense account to the Legislative Finance Officer weekly or less often at the member's option.
3. Every request for lodging reimbursement must be supported by proof in writing of the occupancy dates and the amount actually paid.
4. Expense accounts and supporting vouchers will be checked for accuracy and initialled by the Legislative Finance Officer and once each week of the session he will prepare, in a form acceptable to the State Controller, a roster of expense listing separately the members of the House and Senate who have filed expense accounts with him and the amount claimed by each.
5. The roster of expenses and the expense accounts reflected therein will be presented in turn to the President of the Senate and the Speaker of the House for signature of approval and delivered by the Legislative Finance Officer to the Controller for further processing.

6. Checks in payment will be distributed to the members through the Legislative Post Office.

7. The Legislative Finance Officer shall be responsible for providing all necessary forms and all expense accounts, supporting vouchers, copies of expense rosters and other papers and records pertaining thereto shall be kept in his office.

Accompanying this record as Exhibit B is a suggested form of Joint Order deemed sufficient to authorize the submission, processing and filing of expense accounts in the manner recommended above.

Respectfully submitted,

Emile Jacques

Walter Bird

Samuel Albert

Joseph Blum

January 6, 1965.

STATE OF MAINE

Exhibit A

Legislative
(Department)

Name _____
(Please print or type)

Title: Senator
 Representative

Residence _____

Date Submitted _____

LEGISLATIVE EXPENSE ACCOUNT

Dates of Attendance at Legislative Session:

- 1. Number of Days _____
- 2. Dates _____

LODGING: (per attached receipt(s)) \$ _____

MEALS: (number of days times \$5.00 per day) \$ _____

TOTAL AMOUNT DUE \$ _____

I certify that the amount shown above is due me under
M.R.S.A. Title 3, Ch.1, Sec.2.

Signature _____

(Do Not Fill In Below This Line)

Coding:
Approp: # 2510 Acct: # _____

Verified: _____

Excerpts from M.R.S.A. Title 3, Ch. 1, Sec. 2
provides as follows:

"Each member of the Senate and House of Representatives shall receive \$1,600 for the regular session of the Legislature, and shall be paid for travel at each legislative session once each week at the same rate per mile to and from his place of abode as state employees receive, the mileage to be determined by the most reasonable direct route. He is entitled to mileage on the first day of the session, and such amounts of his salary and at such times as the Legislature may determine during the session, and the balance at the end thereof. Two dollars shall be deducted from the pay of every member for each day that he is absent from his duties, without being excused by the House to which he belongs.

"Each member of the Senate and House of Representatives shall receive an allowance for meals in the amount of \$5 for each day in attendance at sessions of the Legislature. Each member occupying overnight accommodations away from home immediately preceding or immediately following attendance at daily sessions of the Legislature shall be reimbursed, under procedures governing state employees, for actual housing expenses not to exceed \$7 per night."

"When an extra session is called by the Governor, the members of the Senate and House of Representatives shall each be paid \$10 for every day's attendance, and mileage as aforesaid."

I N S T R U C T I O N S

- I. Expense accounts should be submitted weekly. They should be submitted on the first legislative day following the week for which the expense account is rendered.
- II. Lodging - Reimbursement shall be for actual occupancy of overnight accommodations on the basis of amount actually paid therefor, not to exceed \$7.00 per night. Supporting receipt(s) shall indicate dates of overnight occupancy and daily rate.
- III. Meals - Allowance for meals - \$5.00 times the number of days you were in attendance at legislative session covered by account.

Exhibit B

STATE OF MAINE

IN SENATE January 6, 1965

ORDERED, the House concurring that the Legislative Finance Officer be authorized and directed to prepare weekly from expense accounts to be submitted to him by the members of the Senate and House, expense rosters showing the entitlement of each member for meals allowance and lodging reimbursement and to obtain approval thereof by the ^{President} Secretary of the Senate and the Speaker of the House respectively, and deliver the same to the State Controller for processing and payment, in the manner and form recommended by the Joint Interim Committee of the 101st Legislature created to study and report on a method of implementing the administration of the provisions of law relating to the mileage and expenses for members of the Legislature; and be it further

ORDERED, that the Legislative Finance Officer be authorized and directed to provide the forms necessary for such purpose and provide suitable space in his office for the filing and safekeeping of all such expense accounts and other papers and records pertaining thereto.