

Allowable Expenses for EE Planning

Allowable expenses for planning include:

- Staff Time or project consultant
 - Gathering necessary data (could be local, regional, state or national data related to labor, workforce, education, supply chain, housing, real estate, taxes and more)
 - Recruiting ecosystem partners including regional economic development partners, local entrepreneurs, property owners, lenders, business development specialists from federal, state, local and non-profit partners, and others
 - Meeting planning and logistics (2 in-person meetings and 7 virtual meetings)
 - Communications re: meetings, press, etc.
 - Reporting narrative and financial and expense tracking
- Expenses
 - Mileage and tolls
 - Hotel if needed
 - Space rental fee
 - Technology- Zoom channel, purchase of Owl for group virtual meetings
 - Other: ask us and we will let you know

Reimbursement

Detailed accounting of planning expenditures will be reported by the local organizations to Maine Development Foundation. Planning expenses are on a reimbursement basis. Please keep all receipts and invoices to submit with the reimbursement form (LINKS TO [SAMPLE INVOICE](#), [EXPENSE SHEET](#), AND [DONATED LABOR TIMESHEET](#) ON OUR WEBSITE). Please submit all reimbursement requests to Anne (aball@mdf.org) and cc Perri (pwilliams@mdf.org).

When accounting expenses, please refer to the Federal per diem rates in the links below. These rates will be updated in January 2023.

- Mileage: <https://www.irs.gov/newsroom/irs-increases-mileage-rate-for-remainder-of-2022>

* Note that the rate is the business rate not the non-profit rate or volunteer rate.

- Hotels: https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=ME&fiscal_year=2022&zip=&city

*Should be the standard rate