

STANDARDIZED

TRAVEL

REGULATIONS

STATE OF MICHIGAN



Issued by the
CIVIL SERVICE COMMISSION
and
Department of MANAGEMENT AND BUDGET

STANDARDIZED TRAVEL REGULATIONS

for

STATE CLASSIFIED AND NON-CLASSIFIED

EMPLOYEES

Questions Concerning These
Regulations may be Directed to:

The Travel Unit in your
Department's Finance Office

Vehicle & Travel Services (VTS)
Department of Management and Budget

Ph: 517- 322-5110

Office of Financial Management (OFM)
Department of Management and Budget

Ph: 517- 373-2906

FOREWORD

The Civil Service Commission is authorized to adopt travel regulations and rate schedules for the reimbursement of expenses incurred by classified state employees in connection with official state business.

The Department of Management and Budget, by law, performs this function for non-classified employees and also is in charge of format, processing and audit of expense forms and vouchers used by all employees.

Prior to January 1, 1972, the Department of Management and Budget established reimbursement rates and regulations for all classified and non-classified state employees. However, a December 23, 1971 Attorney General opinion determined that the Civil Service Commission was legally responsible for such regulations in the classified service. The Department of Management and Budget retained this authority for employees in the non-classified service. The specific areas of jurisdiction of each department are listed on page iii of this booklet.

Revised September 2008, adopted by Civil Service Commission on September 24, 2008

Non-Classified Service

The Department of Management and Budget, with approval of the State Administrative Board, has adopted these same regulations to be applicable to those state employees in the non-classified service as provided in Section 1, General, paragraph 1.2.

JURISDICTION OF THE CIVIL SERVICE COMMISSION

1. Authority to adopt travel rates and regulations for the reimbursement of members of the classified service for expenses incurred on official state business.
2. Authority to adopt rates to reimburse employees who elect to use a private car in lieu of an available state car.
3. Authority to ascertain that cash advances for travel in a reasonable amount are made available to classified employees in order to avoid undue economic hardship. The development of rules and regulations to cover such cash advances is to remain with the Department of Management and Budget in accordance with PA 51 of 1948, as amended.
4. Authority to require that the departments establish reasonable rules and regulations regarding the designation of official workstations.
5. Authority to recognize unique situations and to grant exceptions to the travel rates and regulations promulgated by the Civil Service Commission.
6. The unfair application of any of the travel rates and regulations is grievable under the grievance and appeals procedure of the Civil Service Commission.

JURISDICTION OF THE DEPARTMENT OF MANAGEMENT AND BUDGET

Based on PA 431 of 1984 & Executive Order No. 1996-5:

1. Authority to make and administer all travel rules and regulations covering employees in the non-classified service.
2. Authority to delegate pre-audit and certification duties to departments.
3. Authority to determine the type of certification required on each travel voucher for all travel expenses.
4. Authority to make and administer all rules and regulations covering the travel card function.
5. Authority to design, establish, and control travel expense forms, including format and required content.
6. Authority to establish methods, time frequencies for submission, and reasonable time limits for the reimbursement of travel expenses.
7. Authority to establish rules and regulations covering the use of and rental rates for state-provided vehicles. This includes establishing rules and regulations as to when and under what circumstances an employee may be permitted to use a private vehicle and be reimbursed by the State.
8. Executive Order No. 1996-5 Authority to administer travel regulations and rate schedules for reimbursement of expenses incurred by classified state employees in connection with state business.

REQUESTS FOR EXCEPTIONS

All requests for exceptions to the Standardized Travel Regulations for classified, and non-classified state employees should be forwarded to the Director, Vehicle & Travel Services, Department of Management and Budget. Exceptions may be approved only for reasons of business necessity.

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STANDARDIZED TRAVEL REGULATIONS

SECTION 1--GENERAL

- 1.1 Classified State Civil Service.** These regulations shall govern all employees in the classified state civil service of all departments and agencies of the State, regardless of source of funds. These regulations do not affect, expand, or lessen terms and conditions of employment of employees under collective bargaining agreements. The provisions of these regulations do not in all instances apply to such employees.
- 1.2 Non-Classified Service.**
- A.** The following are fully exempt from these regulations and travel vouchers will be approved for payment as certified by the chief administrative officers of these branches or their authorized representative subject only to checks of arithmetical accuracy:
1. Members of the Legislature and non-classified employees of the Legislature.
 2. Courts of Record and employees.
- B.** The following are exempt from these regulations for monetary limits only (all other requirements of the regulations will apply) and will be allowed actual and necessary expenses as certified by the traveler and approved by their authorized agent for the agency:
1. Elected officials and their appointed deputies who are not members of the Civil Service System.
 2. Members of Boards and Commissions who receive no remuneration for their services except travel expenses and those receiving a per diem for their services plus traveling expenses.
- C.** All other non-classified employees are subject to these Standardized Travel Regulations, regardless of source of funds.
- 1.3 Responsibility.** *All officers and employees traveling on official business are expected to incur expenses in a prudent manner.* Compliance with these regulations is the responsibility of the executive head of each agency. The Department of Management and Budget reserves the right to question travel vouchers which appear to violate the intent of these regulations.

SECTION 2-AUTHORITY FOR TRAVEL

- 2.1 Authorization.** All travel must be authorized and approved by the head of the agency or designated representative; except that no designated representative may approve his/her own voucher.
- 2.2 Interview for Positions.** Candidates for positions may be allowed travel expenses to be paid by the interviewing department at rates not in excess of those established by these regulations.
- 2.3 Persons Authorized to Travel at State Expense:**
- A.** State Employees
- Any full-time or part-time classified or non-classified employee whose salary is paid by the State.
- B.** Non-State Employee

1. Consultants, board members, advisors who are called upon to contribute time and services on either a paid or free basis and whose travel has had prior authorization by a department or agency head.
2. Candidates for executive or professional positions whose travel has had prior authorization by the department or agency head.

SECTION 3- CASH ADVANCES FOR TRAVEL

- 3.1 Cash Advances.** State agencies are authorized to make travel advances for specific periods of time to employees traveling on state business, subject to agency administrative decision. Refer to the Guide to Government procedure [1210.11 IMPREST CASH](#).

SECTION 4-OFFICIAL WORKSTATION

- 4.1 Designation.** Departments are authorized to establish reasonable rules and regulations regarding the designation of official workstations provided that the entire Lansing metropolitan area shall be designated as one official workstation to incorporate the corporate limits of the City of Lansing, East Lansing, Martin Luther King Blvd. establishments, Capital City Airport, State Secondary Complex, and other adjacent offices and/or facilities.
- 4.2 Office Employees.** The official workstation(s) of an officer or employee assigned to an office is the city(ies) or town(s) in which the office(s) is located.
- 4.3 Field Employees.** The official workstation of a field employee shall be the city or town in which the employee has his/her headquarters, or the city or town nearest to the area where the majority of his/her work is performed, or such other city, town or area as may be designated by the agency head provided that in all cases such designation must be in the best interest of the State.
- 4.4 Shown on Voucher.** The official workstation(s) of the employee shall be shown on each travel voucher in the space provided.
- 4.5 Changes in Official Workstation.**
- A.** With prior approval of the employing department, a continuing employee and one additional family member will be allowed three (3) round trips to a new official workstation (when transfer is made for the benefit of the department) for the purpose of securing housing. Travel, lodging, and food costs will be covered up to nine (9) calendar days for all three trips under Standardized Travel Regulations.
 - B.** The employee will be allowed standard travel reimbursements up to 60 calendar days, including weekends and holidays, at the new workstation until such time as he/she changes residence. In cases of hardship in securing or occupying new residence, a department head may grant an extension. In no case shall the total period exceed 180 calendar days.

SECTION 5-TRANSPORTATION

General:

Revised June 2008

The Department of Management and Budget has statutory authority to serve as the primary motor vehicle control agency; formulate vehicle usage policy; maintain fleet operations; and establish conditions for the use of private vehicles on official business.

5.1 Routing of Travel. All travel must be by a usually traveled route (mileage by freeways acceptable). In case a person travels by an indirect route for their personal convenience, any extra costs shall be borne by the traveler and reimbursement for expenses will be based only on such charges as would have been incurred by a usually traveled route. If travel by most direct route is not possible because of construction, detour, or other legitimate reason, the claim for the additional mileage should be separately stated and explained on the reimbursement voucher.

5.2 Transportation by Common Carrier. The Department of Management and Budget, Vehicle and Travel Services contracts with one travel agency to handle airline and travel reservations.

A. Limitation of Fares

1. **Railroads.** The fare for transportation on any trip should not exceed the regular first class fare. Sleeping car accommodations, i.e., bedroom or compartment, will be allowed only when the traveler certifies on his/her voucher that no roomette was available or the agency head certifies that special accommodations were required. Parlor car accommodations are allowable when trip is more than two (2) hours in duration.
2. **Air travel.** The use of commercial airlines or state aircraft is permitted when it is to the advantage of the State, measured by both comparative travel costs and the time of the traveler. The State's contract travel agency will provide commercial airline costs and schedules. Michigan Department of Transportation, Bureau of Aeronautics, will provide state aircraft costs and schedules.

All travelers should purchase the least expensive flight that meets the business need and is in the best interest of the state. Travelers choosing to use first class air transportation when a less expensive fare is available will be required to provide the documentation of the cost difference and reimburse their department for the additional cost. First class fare will be allowable only when the travel agent certifies that less expensive accommodations were not available.

3. **Rental Car.** Rental cars are permitted when their use meets the traveler's business needs and is in the best interest of the State.
- B. Cash Fares.** Receipts are required for all cash fares claimed on the travel voucher as reimbursable items.
- C. Round Trip Tickets.** Round trip tickets shall be secured whenever practical and economical.
- D. Insurance.** Insurance coverage for persons traveling by common carrier is not allowable as reimbursable expense.

5.3 Transportation by Private Vehicle.

- A. Usage Requirements.** The use of privately owned vehicles for official travel in lieu of state-provided vehicles or common carrier may be authorized by the agency head. For procedures refer to the Guide to Government procedure [0410.07 USE OF PRIVATELY OWNED VEHICLES](#). Reimbursement will not be allowed for travel between an employee's home and official workstation.

If out-of-state travel (mileage plus lodging, meals, toll charges, and travel time en route - see Computation of Mileage) amounts to more than the contracted air fare, reimbursement will be limited to air fare plus taxi charges to and from airport only.

An employee driving a privately owned vehicle may start and terminate the field assignment at their home or official workstation, at the discretion of the agency head, provided that reimbursement for such mileage will be based on the State Department of Transportation map mileage, or by an industry mileage calculator. Where assignments start and/or terminate at the employee's home, reimbursement will be based from the home to the field assignment and return but in no case shall such mileage charge exceed that had the assignment started and terminated at the official workstation.

- B. Reimbursement Rates.** See published Rate Schedule for mileage rates, and the Guide to Government procedure [0410.07 USE OF PRIVATELY OWNED VEHICLES](#) for the use of a privately owned vehicle on state business.

- C. Computation of Mileage.** Vicinity mileage necessary for conduct of official business is allowable and must be shown as a separate item on the voucher. When, however, such mileage is in excess of 50 miles in any one day the charge should be supported by a listing of the vicinity itinerary in sufficient detail to justify the mileage claimed.

Out-of-state point to point mileage will be that shown in a nationally recognized road atlas or an industry mileage calculator. If the out-of-state driver chooses to travel by toll roads and/or bridges, reimbursement will still be on the road atlas mileage plus road and bridge tolls. It is assumed that out-of-state drivers on extended trips will average 400 miles a day. Reimbursable subsistence will be limited to the number of days required to complete the travel at that rate. Receipts are not required for toll roads and bridges.

In state mileage must be shown from point to point and will be allowed on the basis of the current Department of Transportation map of Michigan or by an industry mileage calculator.

D. Reimbursable Expenses.

1. Parking charges, including metered parking. Receipts are to be attached to the travel voucher if obtainable.
2. The purchase of daily parking permits for entry into state parks on official business is reimbursable. The purchase of annual state park permits is reimbursable, with approval of authorized department officials.
3. Bridge and road toll charges are reimbursable, no receipts are required.
4. Employees who are required to drive a privately owned vehicle to a state car pool for the purpose of picking up a state vehicle for official travel may be reimbursed for the parking of their private vehicles if free parking is not available. Such expense is reimbursable as a regular item of travel expense provided a state vehicle is requisitioned and used on the same day or days. This item is for parking costs that are caused by travel status.

E. Non-Reimbursable Expenses.

1. No mileage reimbursement will be allowed for travel between an employee's home and their official workstation.
2. There will be no reimbursement for normal everyday parking costs that the employee pays when they are not in travel status.
3. The State does not pay for parking tickets.
4. Charges for gasoline, lubrication, repairs, antifreeze, towage, and other similar expenditures will not be allowed as reimbursable items when privately owned vehicles are used.

F. Vehicle Damage or Loss. The state may reimburse an employee using a personal vehicle for official state business the lesser of the private auto insurance deductible or actual damages up to \$999.99. The employee may submit a claim to the State Administrative Board for evaluation and consideration. Agencies will be required to reimburse the employee according to the State Administrative Board determination of the claim.

5.4 Transportation by State-Provided Vehicle.

A. Policy and Procedures. The requisition and use of state-provided motor vehicles under the jurisdiction of Vehicle and Travel Services are covered by procedure [0410.02 MOTOR VEHICLE ASSIGNMENT](#) in the Guide to Government. Other state provided vehicles are covered by rules of the respective agencies owning the equipment. The assigned number of a state provided vehicle must be shown on the travel voucher in the space provided.

B. Reimbursable Expenses.

1. State provided vehicles are furnished to agencies at a mileage rate sufficient to cover all costs of operation and maintenance. The only expenses in connection with state provided vehicles, which can be claimed on a travel voucher as reimbursable expenses when supported by receipts, are:
 - a. Parking Charges
 - (1) Reimbursement for parking charges, including metered parking; except that receipts are to be attached to the travel voucher if obtainable. This includes a storage charge for parking.
 - (2) The purchase of daily parking permits for entry into state parks on official business is reimbursable. The purchase of annual state park permits is reimbursable with approval of an authorized department official.
2. Any other cash expenditures in connection with the use of state provided vehicles must be claimed from Vehicle and Travel Services in accordance with the established rules, procedure [0410.04 MOTOR VEHICLE USE – GENERAL PROVISIONS](#) in the Guide to Government. Only vehicle operational expenditures are reimbursable. Cash expenditures should occur only in an emergency situation.

C. Non-Reimbursable Expenses.

1. The State does not pay for parking tickets.

- D. Automobile Insurance Coverage.** State owned or leased vehicles are covered through the State of Michigan self-insurance program. Refer to the Guide to Government procedure [0820.01 INSURANCE AND INSURANCE-RELATED SERVICES](#).

SECTION 6--REIMBURSEMENT FOR MEALS AND LODGING EXPENSE

General:

The Civil Service Commission establishes reimbursement rates for meals, lodging, and incidentals based on joint recommendation of the Department of Management and Budget and the State Personnel Directors. Proposed rates are based on Civil Service Commission adopted methods and industry indexes.

- 6.1 Methods.** Two methods of reimbursement for meals and lodging expenses are provided under these regulations, (1) Actual meal plus actual lodging charges not to exceed the maximum rates, and (2) Per Diem Allowance. It is the responsibility of each agency to maintain a list of all employees being reimbursed on a per diem basis. The per diem basis shall be established when it is to the mutual benefit of the department and employee. Shifting from one method to the other is not permitted except when the original condition under which per diem was established changes. Employees traveling out-of-state will be reimbursed as provided in paragraph 6.7, and that portion of paragraph 6.8 pertaining to conventions.
- 6.2 Maximum Rates.** The published Rate Schedule represents the maximum approved rates for classified employees. In any case where an employee's projected tour of travel requires an extended stay at a temporary workstation, it is expected that the rate will be lower than those regularly authorized for travel in the locality. Employees shall be entitled to be reimbursed for their actual expenses, which do not exceed the maximum rate unless the department has received approval from Vehicle and Travel Services for a schedule of rates less than maximum. Each department must submit a statement indicating its compliance with, or its exceptions to, these regulations.
- 6.3 Actual Meal and Lodging Charge.** The maximum daily meal and lodging reimbursement rates for regular travel within the state are indicated in the published Rate Schedule.

Individual meal reimbursement will be based on the following schedule:

Breakfast--When travel commences prior to 6:00 a.m. and extends beyond 8:30 a.m.

Lunch--When travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.

Dinner--When travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m.

Midnight Lunch--Shall be at lunch rate if travel and work extends beyond midnight.

When an employee is entitled to a full day's allotment of meals, the amount expended for any particular meal is left to the discretion of the employee but the total receipts for all meals in one day shall not exceed the maximum allowable rates. The amount claimed for meals in any one day may be shown on the voucher in a lump sum. When traveling on trains the maximum meal reimbursement will be in accord with the published Rate Schedule; employees on an in-state per diem basis are not entitled to any extra meal allowance, but sleeping car accommodations are allowable with a corresponding deduction equivalent to the in-state partial day lodging.

Only the actual lodging expenses paid, not to exceed the maximum plus tax, is allowable with a receipt.

Revised June 2008

Sales or use taxes, applicable to lodging charges, are reimbursable in addition to the regular lodging rate.

Lodging Charges for Multiple Occupancy. Please refer to the Guide to Government procedure [0420.02 TRAVEL EXPENSE VOUCHER](#).

6.4 Per Diem Allowance In-State. The maximum per diem allowance in lieu of meals and lodging rates provided under paragraph 6.3 shall be according to the published Rate Schedule. Lesser rates should be established in all cases where actual travel costs do not justify the maximum rate. The per diem allowance will be held to include all charges for meals and lodging. For any period less than a full day the actual meal reimbursement will be limited to the Published rate schedule with a receipt. Travelers on in-state per diem status will be allowed lodging per published Rate Schedule when a partial day involves overnight accommodations.

6.5 Day Defined. In computing the per diem allowance for continuous travel of more than 24 hours, the hour of departure shall be considered as the beginning of the day and for each full 24-hour period thereafter the employee shall be entitled to the authorized per diem allowance.

Examples:

1. Departure-June 1, 9:00 a.m.
Return-June 5, 8:30 p.m.
Allowed-4 full days per diem (9:00 a.m. to 9:00 a.m.) plus lunch and dinner on June 5.
2. Departure-June 1, 3:00 p.m.
Return-June 2, 10:30 a.m.
Allowed-Dinner, lodging, breakfast
Travel starting or ending at noon or midnight should be so designated and not shown as a.m. or p.m.

6.6 No Meal or Lodging Reimbursement at Home or Official Workstation. Reimbursement of meals and/or lodging cannot be authorized for an employee at their home or official workstation, except employees in attendance at conferences or meetings as provided in paragraph 6.8.

6.7 Out-of-State Travel.

- A. Within the continental United States, excluding Alaska, Hawaii, and Puerto Rico. An employee traveling out-of-state on official business may be reimbursed on either an actual or per diem basis according to the published Rate Schedule. The employee must elect one basis for the entire trip. Reimbursement in-state while en route to or from an out-of-state assignment will be allowed at out-of-state rates.
- B. For travel outside the continental boundaries of the United States, Alaska, Hawaii, and Puerto Rico, the maximum reimbursement supported by receipts will be at the federal per diem rate, a current copy of which is available from the Department of Management and Budget, Vehicle and Travel Services.

6.8 Conventions, Conferences, Meetings. The following rules have special application to conventions, conferences, and meetings which employees are required to attend as official representatives:

Revised June 2008

- A. For attendance at any convention or other formal gathering called by an independent organization, over which the State agency has no control, actual meal and lodging expenses supported by receipts at the convention location will be allowed if approved by the certifying officer of the agency.
- B. For attendance at any in-state, prearranged meeting or gathering called by a commission, department or agency head, actual meal and lodging expenses will be allowed according to the published Rate Schedule for group meetings for each employee or official guest. Advance approval of Vehicle and Travel Services is required for any charges in excess of these amounts. An employee in travel status on a per diem basis while attending a meeting of this kind shall reduce his/her claim by an amount equivalent to the meal allowance established in the in-state per diem published rate schedule.
- C. For attendance at impromptu or informal meetings or conferences not previously arranged and approved, and which involves both employees who are at their work or home stations and others who are not, reimbursement for all will be at rates not in excess of the regular published meal rates. Receipts are required.
- D. For required attendance at any meeting of their governing board or commission, employees will be reimbursed for their actual meal and lodging expenses supported by receipts.
- E. Employees required to attend any prearranged meeting called by an independent organization, and held at the employee's official work station, shall be reimbursed for meal expenses in accordance with the established rates, providing such meeting ends 2 1/2 hours or less prior to the beginning of the official work shift or begins 2 1/2 hours or less after the end of the official work shift. The employee must be representing their department at such meetings, and it must be established that it was not practical for the employee to return to their residence for the meal.

6.9 Lodging or Meals Furnished by State Institutions or Facilities. In no case shall an employee who is furnished lodging or meals without charge by a state institution or facility be entitled to a per diem allowance provided by these regulations. For each meal furnished without charge, the employee, if on per diem basis, shall reduce their claim by an amount equivalent to the corresponding published meal rate, and for each lodging furnished their claim shall be reduced by an amount equivalent to the partial day lodging allowance in the published Rate Schedule.

6.10 Non-work Days During Tour of Travel. An employee will be considered to be in travel status on non-work days unless they return to their official workstation or home, or the non-work day is immediately preceding or followed by a period of annual leave. At the discretion of the agency head, an employee may be required to return to their official workstation or home for non-work days. In cases where an employee voluntarily returns to their official workstation or home for non-work days, the allowable expense shall not exceed two days in-state per diem allowance in any weekend.

6.11 Annual or Sick Leave During Tour of Travel. Employees may take annual leave during a tour of travel with approval of the agency head. However, in no case shall travel expense be allowed while in annual leave status. Whenever an employee in travel status becomes incapacitated due to illness or injury which is allowable as sick leave under rules of the Civil Service Commission, they may be continued in travel status for a period not to exceed 7 calendar days at rates not to exceed the meal and lodging charges as provided in these regulations.

**SECTION 7--MISCELLANEOUS EXPENSES
REIMBURSEMENT ON TRAVEL VOUCHERS**

- 7.1 Miscellaneous Expense--General.** It is expected that miscellaneous expenses incidental to official state travel will be held to the minimum amount required for essential and efficient conduct of state business. The traveler as well as the agency head or authorized representative approving the travel voucher will be held responsible for certification of all items of expense as being necessary and correct. The following rules are established as guides for the traveler and the approving officials and should not be considered as making all claims for these items allowable without question.
- 7.2 Attendance at Funerals.** Employees designated as official representatives of an agency for attendance at a funeral may claim reimbursement for travel expenses subject to the limitation of these regulations,
- 7.3 Taxicab.** Necessary taxicab fares from home or office to station or other terminal, and from station or other terminal to home or office, is allowable. Taxicab fares at a temporary workstation are allowable where unusual conditions do not permit the use of public transportation. A statement explaining the necessity must be made on the voucher in the latter case. Receipts are required.
- 7.4 Facsimile.** Charges are allowable when necessary for official business when letters will not suffice. A copy of each message must be attached to the voucher. Personal messages must not be sent at State expense.
- 7.5 Telephone.** Charges are allowable when necessary for official business when facsimiles or letters will not suffice. Dates, place, and person called and nature of business must be shown on the voucher for all calls. The most economical rate available for a telephone call should be used.
- 7.6 Incidental Expenses.** Reimbursement for incidental expenses will be allowed as per published Rate Schedule.
- 7.7 Business Expense.** Charges for handling business equipment and supplies are allowable when such charges are incurred as a necessary expense of the trip and not for the convenience of the traveler. The actual cost of handling equipment, displays, etc., is allowable when fully explained and justified.
- 7.8 Guest Meals.** The cost of guest meals is allowable only if it can be shown that such cost was incidental and necessary to the conduct of official state business. In no case will the amount allowed be in excess of the maximums established in these regulations for group meetings. Full explanation must be given on the voucher, including the name of and position held by the guest. Meal expense for no more than 5 non-state guests, invited for a meal only, for consultation and advice on matters of state business, may be reimbursed at actual cost not to exceed Group Meeting rates. An identification of state business must be stated on the voucher. Participating state employees may be reimbursed at the group rate. Receipts are required.
- 7.9 Registration Fees.** Enrollment or registration fees for conventions and meetings of associations or organizations are allowable for employees attending as official representatives of the state. Receipts must be attached. A program, literature, or receipts must be attached showing whether or not meals are included in the fees. If an employee is traveling on a per diem basis and meals are included in the registration fee, corresponding deductions shall be made based on the schedule for separate meals.
- 7.10 Rental of Rooms.** Expenses for rental of special hotel rooms for meetings will be approved only when state-owned facilities are not available. Approval from the department head is required. Receipts are required.
- 7.11 Samples or Evidence.** Explanation of purchase and receipts must be attached to the voucher.
- 7.12 Postage.** Small amounts of postage will be allowed as needed. Frequent travelers should provide themselves with perforated stamps from agency supplies. When overnight delivery is necessary reimbursement will be made with a receipt and explanation attached to the travel voucher.

SECTION 8-EXPENSES NOT ALLOWABLE ON TRAVEL VOUCHERS

- 8.1 Civil Service Examinations.** Travel expenses of state employees for the sole purpose of taking Civil Service Commission examinations, written or oral, are not allowed under any circumstances.
- 8.2 Other Expenses--General.** The following expenses which are occasionally incurred in connection with official business while in travel status cannot be claimed on a travel voucher as reimbursable items. These items of expense should be paid by manual warrant, if permitted under the rules for use of that fund or submitted for payment on payment voucher forms.
- A. Personal Service Expense.** Expenses incurred for casual stenographic or typewriting services essential to conduct of state business must be submitted on a payment voucher with receipts attached and full explanation.
- B. Other Miscellaneous Expenses.** Any miscellaneous expenses incurred by a traveler while conducting official state business, not clearly allowable as reimbursable expense on travel vouchers under Section 7 above, must be submitted on Payment Voucher Form A-30 with a receipt if cash payment is made.
- 8.3 Alcoholic Beverages.** Expenses incurred for alcoholic beverages are not allowable as reimbursable expenses on a travel or payment voucher.

SECTION 9--SPECIAL EXCEPTIONS TO REGULATIONS

- 9.1 Requests.** The Department of Management and Budget has authority to approve individual exceptions to the travel reimbursement rates for reasons of business necessity. Requests for changes in the rules or regulations governing classified employees should be submitted to the Director, Vehicle and Travel Services, Department of Management and Budget for review. The Department of Management and Budget and the State Personnel Director will submit proposed changes to the Civil Service Commission. Request for general changes governing the non-classified work force may submit recommendations to the Director, Vehicle and Travel Services, Department of Management and Budget.

SECTION 10-ACCOUNTING FOR TRAVEL ADVANCES

General:

Department of Management and Budget rules and procedures covering accounting for travel advances, preparation and submission of travel expense vouchers are referred to in the Travel Advance section of procedure [1210.11 IMPREST CASH](#) in the Guide to Government.

SECTION 11--PREPARATION AND SUBMISSION OF TRAVEL EXPENSE VOUCHER

General:

For instruction regarding the preparation and submission of Travel Expense Vouchers please refer to procedure [0420.02 TRAVEL EXPENSE VOUCHER](#) in the Guide to Government.

SECTION 12--INTERNAL REVENUE SERVICE REPORTING REQUIREMENTS

General:

The following reimbursements are required by the IRS to be reported on an employee's W-2 as "Other Compensation." Please refer to the appropriate procedure in the Guide to Government.

- A. **Premium Mileage.** Please refer to procedure [0410.07 USE OF PRIVATELY OWNED VEHICLES](#) in the Guide to Government.
- B. **Meals.** Please refer to procedure [0420.02 TRAVEL EXPENSE VOUCHER](#) in the Guide to Government.
- C. **Personal Use of State Provided Vehicles.** Please refer to procedure [0410.02 MOTOR VEHICLE ASSIGNMENT](#), and [1220.07 PERSONAL USE OF STATE PROVIDED VEHICLE](#) in the Guide to Government.
- D. **Moving Expenses.** Please refer to procedure [0430.01 PAYMENT OF HOUSEHOLD MOVING EXPENSES](#), and [1220.03 MOVING ALLOWANCES](#) in the Guide to Government.

DEFINITIONS

ACTUAL EXPENSE	Payment of authorized actual expenses incurred, up to the limit prescribed in the published Rate Schedule. Receipts are required as supporting documentation.
AGENT	Designated by the Department Director to authorize expenditures.
CONFERENCE	A pre-arranged meeting, retreat, seminar, symposium, training, or event that involves attendee travel.
GROUP MEETING	When a meeting is called by a Commission, Department Head or Agency Head. Can include training, conventions, conferences, workshops, and other departmental functions.
HOME	The city of residence which is the postal address of record.
INCIDENTAL EXPENSE	Fees and tips given to porters, baggage carriers, bellhops, hotel maids, laundry, cleaning and pressing clothing service.
MEAL	A meal is a reimbursable actual expense the employee incurs during travel within the defined schedule in Section 6.3.
MILEAGE CALCULATOR	An on-line routing or mapping engine i.e. MapQuest.com, Yahoo Driving Directions.
PREMIUM RATE	The annually published Internal Revenue Service vehicle mileage rate in effect at the time of travel.
PRIVATE VEHICLE	A vehicle registered to a person or company other than the State of Michigan.
PUBLISHED RATE SCHEDULE	The current reimbursement rates approved by the Civil Service Commission. The published Rate Schedule can be found on the State of Michigan website or can be obtained from Vehicle and Travel Services.
STANDARD RATE	The rate of reimbursement to an employee who has elected to drive a private vehicle in lieu of a state provided vehicle. This rate is published annually and is based on the Vehicle and Travel Services mid size car rate.
STATE PROVIDED VEHICLE	A vehicle provided by the State of Michigan to individual departments or employees.
TRAVEL STATUS	When an employee is required to travel for the purpose of business outside of their normal daily work schedule or office.