STATE OF MICHIGAN
JENNIFER M. GRANHOLM
GOVERNOR
EMERGENCY TELEPHONE SERVICE COMMITTEE
EAST LANSING
SHERIFF DALE GRIBLER
CHAIR

SUBJECT: Reimbursement of Travel Expenses for Compliance Review Members

DATE: December 14, 2004

TO: Certification Subcommittee members

This regulation is meant to establish reimbursement policy of travel expenses for activity related to P.A. 32 Compliance Review. This includes members of the Certification Subcommittee of the Emergency Telephone Service Committee.

1. MOTEL/HOTEL
Individual Motel/Hotel charges shall be reimbursed by the State 9-1-1 Administrative Section. This will include tax and tax charges. Hotel/Motel registrations shall be made by the State 9-1-1 Administrative Section only.
(Effective at the November 30, 2006 Certification Subcommittee meeting, the State 9-1-1 Administrative Section will NO LONGER make the hotel reservations for compliance team members. A hotel will be researched and agreed upon; members will each make their reservations and submit appropriate documentation to the State 9-1-1 Administrative Section for reimbursement)

2. MEALS
Individual meals shall be reimbursed by the State 9-1-1 Administrative Section. The time schedule shall be followed by Michigan State Police Official Order #47. Rates for individual meals shall follow official Department of Management and Budget regulations effective October 1, 2004.

3. MILEAGE
Individual mileage shall be reimbursed by the State 9-1-1 Administrative Section. Rates for reimbursement shall follow Department of Management and Budget's Standardized Travel Regulations for Classified and Unclassified State Employees.

4. WAGES
Individual wages related to Compliance Reviews shall not be reimbursed by the State 9-1-1 Administrative Section or the Michigan State Police.

5. REVIEW TEAM
The review team for Compliance Reviews shall not exceed four (4) members (not including the State 9-1-1 Coordinator.

All reimbursement requests shall be submitted through the State 9-1-1 Administrative section for review and approval.