



STATE OF MICHIGAN

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

RICK SNYDER
GOVERNOR

DAVID B. BEHEN
DIRECTOR

December 15, 2014

TO: All Appointing Authorities, Chief Financial Officers, Administrative Officers, Human Resource Directors, and Recognized Employee Organizations

FROM:  Joyce Van Coevering, Director
Office of Support Services

SUBJECT: Standardized Travel Regulations Rates for Classified and Unclassified Employees
Approved Private Vehicle Use Rate (Premium Mileage Rate)

The Civil Service Commission approved the use of the Internal Revenue Service (IRS) determined rate (Federal Standard Mileage Rate) as the approved private vehicle use mileage reimbursement rate in the Standardized Travel Regulations.

The IRS has announced a change in the Federal Standard Mileage Rate to \$.575 effective January 1, 2015. Correspondingly, the approved private vehicle use rate (premium rate) will change from \$.56 to \$.575 effective January 1, 2015, for officers, unclassified and classified employee business travel.

Authority to administer all travel rules and regulations covering employees in the classified and unclassified service is within the jurisdiction of the Department of Technology, Management & Budget (DTMB), Office of Support Services, Vehicle and Travel Services Division (VTS). Any questions regarding travel regulations pertaining to employee travel, should be directed to Ronda Whiting at 517-322-5110, or whitingr1@michigan.gov.

This letter supersedes previous travel rate correspondence for officers, unclassified and classified employees.

Attachments

cc: Phillip Jeffery, Chief Deputy Director, DTMB
Jan Winters, Director, Office of State Employer
Janet McClelland, Acting Personnel Director, Civil Service Commission

<p>DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET, VEHICLE AND TRAVEL SERVICES (VTS) SCHEDULE OF TRAVEL RATES FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES Effective January 1, 2015</p>

MICHIGAN SELECT CITIES *

Meals and Lodging	
Lodging**	\$75.00
Breakfast	10.25
Lunch	10.25
Dinner	24.25

IN-STATE ALL OTHER

Meals and Lodging	
Lodging **	\$75.00
Breakfast	8.50
Lunch	8.50
Dinner	19.00

Per Diem

Total Per Diem	\$81.50
Lodging	45.50
Breakfast	8.50
Lunch	8.50
Dinner	19.00

Group Meetings

Group Lunch	11.50
-------------	-------

OUT-OF-STATE SELECT CITIES *

Meals and Lodging

Lodging **	Contact Conlin Travel
Breakfast	13.00
Lunch	13.00
Dinner	25.25

OUT-OF-STATE ALL OTHER

Meals and Lodging

Lodging **	Contact Conlin Travel
Breakfast	10.25
Lunch	10.25
Dinner	23.50

Per Diem

Total Per Diem	\$89.50
Lodging	45.50
Breakfast	10.25
Lunch	10.25
Dinner	23.50

Incidental Costs Per Day (with overnight stay)	\$5.00
--	--------

Mileage Rates

Premium Rate Approved Private Vehicle	\$.575 per mile
Standard Rate (State's Mid-Sized Car Cost)	\$.390 per mile

* See Select Cities listing.

** Lodging available at State rate, or call Conlin Travel at 877-654-2179.

SELECT HIGH COST CITY LIST
TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
EFFECTIVE October 1, 2014

Michigan Select Cities/Counties

<u>Cities</u>	<u>Counties</u>
Ann Arbor, Detroit, Holland, Mackinac Island, Pontiac, Auburn Hills, South Haven	All of Wayne and Oakland

Out of State Select Cities/Counties

<u>State</u>	<u>City/County</u>	<u>State</u>	<u>City/County</u>
Arizona	Phoenix/Scottsdale	Massachusetts	Boston (Suffolk), Burlington, Cambridge Woburn, Martha's Vineyard
California	Los Angeles (Los Angeles, Orange & Ventura Counties, and Edwards AFB) Monterey, Palm Springs, San Diego, San Francisco, Santa Monica South Lake Tahoe, Truckee, Yosemite National Park	Minnesota	Minneapolis/St. Paul (Hennepin and Ramsey Counties)
		Nevada	Las Vegas
		New Mexico	Santa Fe
Colorado	Aspen, Telluride, Vail	New York	Manhattan (the borough of Manhattan, Brooklyn, Bronx, Queens and Staten Island, Riverhead, Ronkonkoma, Melville Suffolk County, Tarrytown, White Plains, New Rochelle
Connecticut	Bridgeport/Danbury		
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)	Pennsylvania	Bucks County, Pittsburgh
		Rhode Island	Bristol, Jamestown/Middletown/Newport (Newport County) Providence
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West	Texas	Austin, Dallas, Houston (L.B. Johnson Space Center)
Idaho	Sun Valley/Ketchum	Utah	Park City (Summit County)
Illinois	Chicago (Cook and Lake counties)	Vermont	Manchester, Stowe (Lamoille County)
Louisiana	New Orleans	Virginia	Alexandria, Falls Church, Fairfax
Maryland	Montgomery & Prince George County Baltimore City, Ocean City	Washington	Seattle