

STATE OF MICHIGAN TRAVEL POLICY SUMMARY & RESPONSIBILITIES

Reservation Type	Policy Summary of The Standardized Travel Regulations	Traveler/Employee Responsibility	Travel Agency/Agent Responsibility
Air Fares	<ol style="list-style-type: none"> 1. All air fare is required to be booked through the contracted Travel Agency. 2. Lowest fare available booked. 	<ol style="list-style-type: none"> 1. Identify travel itinerary needs to travel agency and discuss options with agent. 2. Choose the lowest available fare for itinerary. 3. The traveler is responsibility for any economy comfort seating option. This option is not an authorized state expenditure and will not be reimbursed. 	<ol style="list-style-type: none"> 1. Discuss options (alt airports and itineraries) with traveler/arranger identifying the lowest available fare for itinerary. 2. Charge all airfare and service fees to department travel account/credit card. 3. Document and code all reasons for exceptions when a traveler chooses other fares besides the lowest fares offered.
Rail Fares	<ol style="list-style-type: none"> 1. Rail fares are not required to be booked through the contracted travel agency unless department directed. 2. Lowest fare available booked. 	<ol style="list-style-type: none"> 1. Identify travel itinerary needs to travel agency and discuss options with agent. 2. Or book directly with Amtrak for services. Fares booked directly are the responsibility of the traveler who can seek reimbursement through the time and expense system. 3. Choose the lowest available fare for the itinerary. 	<ol style="list-style-type: none"> 1. Discuss options with traveler/arranger identifying the lowest available fare for itinerary. 2. Charge rail fare and service fee to department travel account/credit card. 3. Document and code all reasons for exceptions when a traveler chooses other fares besides the lowest fares offered.

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Hotel Rooms	<ol style="list-style-type: none"> 1. Lodging rates above the state rate (except conference lodging) are required to be booked through the contracted travel agency. 2. Reservations are to be obtained in the vicinity of the travelers' destination or work assignment at or below the published state rate. 	<ol style="list-style-type: none"> 1. Identify travel itinerary needs to travel agency and discuss options with agent. 2. Book lodging at the lowest cost available in the vicinity of the travel assignment at a 2 or 3 level rated hotel property. 3. All lodging reservations require personal credit card # to hold/reserve the room. All costs are the responsibility of the traveler who can seek reimbursement through the time and expense system. 	<ol style="list-style-type: none"> 1. Discuss options (2-3 level rated hotels) with traveler/arranger identifying the lowest available rooms for the itinerary. 2. Document and code all reasons for exceptions when a traveler chooses other rates besides the lowest rates offered in the area.
Car Rental	<ol style="list-style-type: none"> 1. Rental car reservations are not required to be booked through the contracted travel agency unless department directed. 2. Travelers are to utilize the most cost effective means of transportation. Rental car use must be department approved. 3. The State of Michigan has corporate accounts with National and Enterprise that include some level of insurance in the corporate rate. 	<ol style="list-style-type: none"> 1. Determine if there is no other options for transportation (hotel shuttle, taxi, other public transportation) 2. Seek department approval for rental car. 3. Identify travel itinerary needs to travel agency and discuss options with agent. 4. All rental car reservations require personal credit card #. Travelers are responsible for all costs and can seek reimbursement through the time and expense system. 	<ol style="list-style-type: none"> 1. Discuss options with traveler/arranger identifying the corporate rates for National and Enterprise which includes some insurance costs. 2. Document and code all reasons for exceptions when a traveler chooses options besides the lowest rates offered or corporate rates for National and Enterprise.