

## State Travel Regulations

### Meal Reimbursement:

Meal reimbursement (with a receipt) is 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.

### Meal reimbursement rates are as follows:

Breakfast	\$7.25
Lunch	\$7.25
Dinner	\$16.50

**If your travel destination is one of the following Select Cities/Counties, you get to claim extra for your meals:** Benton Harbor, Charlevoix, Detroit, all of Wayne County, all of Oakland County, Mackinac Island, Petoskey and St. Joseph.

### Select City/County meal reimbursement rates:

Breakfast	\$8.75
Lunch	\$8.75
Dinner	\$21.00

### Lodging Reimbursement:

The State rate for Hotel stays is \$65/night, not including tax/fees. Please ask for the State rate when you stay at hotels. You must always submit a receipt to be reimbursed for a hotel, even at the State rate. The Radisson and the Sheraton in Lansing offer the State rate.

### Incidental Reimbursement:

You are all entitled to “Incidental Costs Per Day” of \$2.00, but **only** with an overnight stay.

### Mileage Reimbursement:

You are all reimbursed at the Premium Rate of \$0.585 per mile.

When traveling out of state, contact Erika Engel for reimbursement rates.