

TRAVEL REGULATIONS FOR MEMBERS OF THE COUNCIL FOR LABOR & ECONOMIC GROWTH

Members of the Council for Labor and Economic Growth receive no remuneration for their services, except that members traveling to participate in meetings will be reimbursed for actual and necessary expenses as certified by the traveler and approved by the Michigan Department of Energy, Labor & Economic Growth.

Mileage

Mileage is taken from the Michigan Department of Transportation's mileage calculator at the following link, <http://mdotwas1.mdot.state.mi.us/public/distcalc/Distance.cfm> or from the Google® or Mapquest® calculations, which reflect the distance from the center of one city to the center of another city. Those traveling to or from the outskirts of a town should take exact mileage readings in order to have actual expenses fully reimbursed.

As of January 1, 2010 the State of Michigan premium rate for mileage reimbursement is \$.50 per mile.

Meals

There are two travel reimbursement rates for meals, one for Michigan Select Cities (Benton Harbor, Charlevoix, Detroit, Mackinac Island, Petoskey, St. Joseph and all of Wayne and Oakland Counties) and a lower rate for Non-Select Cities in the remainder of the state. Please see the following link for the State of Michigan's meal reimbursement policy, <http://web.cis.state.mi.us/fast/pdf/Mealreimbursementpolicy.pdf>. The policy states that you must submit original detailed receipts for each meal. The receipt should be cash register generated to include the place, date and time of the meal, and the menu items purchased. The receipts will be audited to ensure that the correct amount of reimbursement was requested and that the items purchased comply with the meal reimbursement policy.

Meal allowances and time frames for travel within the state:

Meals	Travel Timeframes	Non-Select Cities	Select Cities
Breakfast	Travel commences prior to 6:00 a.m. and extends beyond 8:30 a.m.	\$7.25	\$8.75
Lunch	Travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.	\$7.25	\$8.75
Dinner	Travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m.	\$16.50	\$21.00

Miscellaneous Expenses

Miscellaneous expenses incidental to state travel (taxi, parking, telephone, bus shuttle, toll charges, etc.) should be held to the minimum required for essential and efficient conduct of business. Whenever available, receipts need to be submitted.

Allowable incidental costs per day (with an overnight stay) are \$2.00.

General Information

- Reimbursement will not be authorized for travel to and from meetings beginning or terminating in another state.
- Promotional items, such as frequent flyer miles, tickets offered because of "bumping," etc., when acquired through travel at State expense, are the property of the State and must not be used for personal benefit. This should be broadly interpreted so that any benefit earned, no matter how small, accrues to the State and not to the personal benefit of the traveler.

Complete this worksheet and submit it with the attached Travel Expense Voucher (TEV). Do not complete the TEV, it should contain only your legal signature at the bottom left corner and the date signed. Return the completed worksheet, the signed TEV, and receipts as appropriate to: CLEG, Michigan Department of Energy, Labor & Economic Growth, 201 N. Washington Square, Suite 150, Lansing, Michigan 48913. Questions on completing this form should be directed to cleg@michigan.gov or 517-241-8408.

**TRAVEL EXPENSE WORKSHEET
FOR
MEMBERS OF THE COUNCIL FOR LABOR & ECONOMIC GROWTH**

CLEG MEMBER INFORMATION			
NAME:			
ADDRESS:			
CITY:			ZIP CODE:
TELEPHONE NUMBER:		STATE OF MICHIGAN VENDOR ID #: (SSN)	
TRAVEL INFORMATION			
NATURE OF OFFICIAL BUSINESS: (Indicate Quarterly Meeting, Committee Meeting, etc.)			
DATE(S) OF OFFICIAL TRAVEL:			
TIME OF DEPARTURE FROM HOME/OFFICE: (Indicate a.m. or p.m.)		TIME OF RETURN TO HOME/OFFICE: (Indicate a.m. or p.m.)	
MILES DRIVEN ONE-WAY:	FROM: (Indicate Your Home City)	TO: (Meeting Location)	
ADDITIONAL COSTS INCURRED			
BREAKFAST: (Attach Receipt)	LUNCH: (Attach Receipt)	DINNER: (Attach Receipt)	LODGING: (Attach Receipt)
OTHER MISCELLANEOUS EXPENSES: (List and Attach Receipt – taxi, shuttle, parking, toll charges, telephone, etc.)	1.		\$
	2.		\$
	3.		\$

Please be sure to sign the attached Travel Expense Voucher (TEV).