

Travel Packet Information Fiscal Year October 2016

Travel reimbursements are subject to the Dept of Health and Human Services Employee Handbook and the Standardized Travel Regulations issued by Department Civil Service and the Department of Technology Management and Budget. You can view the information at:

<http://inside.michigan.gov/dhs/HumanResources/Policy/EHP%20212%20Travel.pdf>
http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html

It is important that you read through the travel regulations as not all regulations and rules have been included on this sheet. This is just a quick overview of some of the most frequently asked questions.

****ATTIRE IS BUSINESS CASUAL, CLASSES ALL START AT 9:00 A.M. AND END AT 4:00 P.M. UNLESS, THE TRAINER STATES DIFFERENTLY DUE TO UNFORSEEN CIRCUMSTANCES.**

Meal Reimbursement

Meals are not reimbursable if your **worksite or home** is in the same county as the training location. You may not be eligible for breakfast reimbursement if the hotel you stay in has a hot breakfast or if you do not meet the time requirements listed below.

Mileage Reimbursement

Mileage is reimbursable. Your rate of reimbursement depends on whether you have been denied a state vehicle. You are eligible for mileage to and from training as well as vicinity miles while at training. Vicinity miles are travel between hotel, training and meals only.

Premium mileage (request state car and were denied, or approved to use private vehicle) \$.575

Standard mileage (choose to use your own vehicle with supervisor approval) \$.390

YOU MUST USE A STATE CAR if available. If a state car is not available, then you will be reimbursed at the premium rate. If you chose to use your own vehicle (must have your supervisor's approval) without requesting a state car, you will only be reimbursed at the standard rate, unless you are a new employee that does not have access to a state car. **If you are a new employee** without access to requesting a state car then you must write this statement in the comment box in MITES: **"New employee, not eligible for a state car"**

Parking is reimbursable. You must submit parking receipts to be reimbursed.

Travel Advance

Current employees and new employees attending training can request a travel advance to help with travel expenses. The travel advance **must be** submitted prior to travel as soon as you know your travel dates. A travel advance is only allowed when you are in travel status and your expenses are \$250.00 or more. A travel advance will be issued for 80% of your total expenses. If you are eligible for direct bill, you can not request lodging expenses on your advance or on your travel expense reimbursement. **When you apply for a travel advance, you can only apply for the weeks you are actually in travel status. The form you need to complete is the DHS-774-TA. This form is found on the Human Services intranet site under Tools-Forms-DHS Forms Library. Please send the completed form to Grand Tower Building Accounting- PPU, Suite 1015, P.O. Box 30037 Lansing, MI 48909 if time permits. If not, fax to 517-335-6457.**

Once your travel is complete, you must submit your expenses in MITES. If you received a travel advance, the advance will be deducted from your travel reimbursement. If your expenses are more than the advance amount, you will receive the difference in your pay check. If your expenses are less than the advance amount, the difference will be deducted from your pay check. If you do not submit your travel expenses within 30 days, your advance amount will be deducted from your check.

**If you have questions about a travel advance or submitting your travel expense, contact Victoria Mendez at mendezv@michigan.gov or 517-373-9565

Travel Reimbursement

For information on how to submit expenses in MITES, go to the Human Services intranet site-Tools-Travel-MITES Employee Entry Power Point training. It will walk you through the steps of entering your expenses. There are also links to the DHHS travel policy and DTMB travel policy if you need additional information.

Once you submit your expenses in MITES, print the detail report and attach required receipts (original parking receipts, zero balance lodging receipt, if applicable, if personal vehicle is taken, an approval letter from the director or the denial letter showing no state car was available. Give to supervisor to approve expenses online. Once supervisor has approved, documentation **MUST BE** submitted to **Grand Tower Building Accounting-PPU, Suite 1015, P.O. Box 30037 Lansing, MI 48909**. Expenses will not be approved for payment until documentation is received by PPU.

Direct Bill Hotel

Department of Human Services has direct billing agreements with select cities throughout the state. You are eligible for direct billing if you meet **all** of the conditions/criteria listed below:

1. You are attending the APW110 New Hire Training or the CWTI Pre-Service Training. (FC or CPS)
 - no other training qualifies for Direct Billing. You must seek an advance or pay on your own and seek reimbursement.
2. Your home/work site, which ever is closer, is over 100 miles from the training sites.
***YOU MUST BE 100 + MILES FROM WORK AND HOME TO QUALIFY, NOT EITHER OR.**
3. You stay at a Hotel/Motel that is typed/written on the voucher. If you do not stay at the hotel or motel listed as a direct bill hotel, YOU MUST PAY out of pocket for your lodging and then submit for reimbursement using form DHS-1582-TV.
4. You have not attended the New Hire/Pre-Service training as a DHS employee, from a private agency or carried a caseload for DHS.
5. PROGRAM SPECIFIC TRAINING OR **PSTT DOES NOT QUALIFY FOR DIRECT BILLING.**
6. **Current State Employees** do not qualify for direct billing. You will need to get a cash advance or pay with a credit card and be reimbursed.

If you are eligible for a hotel stay, *you must contact the hotels to reserve your rooms for the applicable dates needed for your stay.* You need to tell them that you are a **DHS CCHP DIRECT BILL**. **For all hotels you must state that you are CWTI Services or ES/APW training.** You will be asked for a credit card to reserve your room. It will only be charged if you are not eligible for direct bill or you purchase incidentals; i.e. phone, movies, room service etc. Any problems or questions in regards to booking your hotel room, should be directed to **Sheila Brickner as soon as possible. 517-241-8907**

NOTE: If you reserve a room and do not show up for that overnight or fail to cancel, you will be responsible for paying for the expense.

****IF YOU HAVE ANY QUESTIONS REGARDING YOUR TRAVEL/LODGING PRIOR TO TRAINING OR YOU NEED TO VERIFY AUTHORIZATION FOR A HOTEL DIRECT BILL, PLEASE CONTACT, SHEILA BRICKNER (517) 241-8907 or Brickners@michigan.gov**

****IF YOU ARE TRAVELING A GREAT DISTANCE AND FEEL YOU NEED TO APPLY FOR AN EXCEPTION TO THE WEEKEND POLICY, (EX: UPPER PENNINSULA) YOU WILL NEED TO HAVE YOUR SUPERVISOR/OFFICE LIAISON COMPLETE A COST/BENEFIT ANALYSIS.**

Weekend (Fri/Sat) or Holiday Overnight Lodging

The Direct Bill Authorization is only valid for lodging on qualifying training days that begin on a Sunday and end Friday morning. If you believe it would save the State money to stay overnight on the weekend (Friday and Saturday) or a weekday holiday, you must submit a cost benefit analysis along with an exception request to either Denise Turner, CWTI at TurnerD@michigan.gov or Ruth Barnhill, OTSD, at BarnhillR@michigan.gov. This request **MUST** be provided prior to the overnight. Any requests after the fact may not be approved.

Reimbursement Rates:

Wayne County is a Select County. The rates for reimbursement are listed below.

MICHIGAN SELECT CITIES * (Ann Arbor, Detroit, Holland, Mackinac Island, Pontiac, Auburn Hills, South Haven)

Lodging \$75.00 plus tax

Meals

Breakfast 10.25

Lunch 10.25

Dinner 24.25

For all cities that are not Select Cities, the reimbursement rates are listed below.

Meals

Breakfast 8.50

Lunch 8.50

Dinner 19.00

To qualify for meals, you must meet the following criteria:

Breakfast: Travel must begin before 6:00am and extend beyond 8:30am.

Lunch: Travel must begin before 11:30am and extend beyond 2:00pm.

Dinner: Travel must begin before 6:30pm and extend beyond 8:00pm.

You must tell the hotel that you are for CPS, FC or APW Training.

Hotels that we currently have a direct bill agreement are below:

****IF YOU BOOK A HOTEL AND ARE A NO SHOW, YOU NOT THE STATE WILL BE BILLED FOR YOUR STAY. IF YOU BOOK FOR SUNDAY AND DECIDE NOT TO GO UNTIL MONDAY, YOU MUST CANCEL IN A TIMELY MANNER. YOU MAY NOT CHECK IN ON A MONDAY MORNING. IF YOU ARE WAITING UNTIL MONDAY, YOU MAY NOT CHECK IN UNTIL AFTER CLASS.**

Detroit:

Doubletree Hotel Dearborn
5801 Southfield Service Drive
Detroit, MI 48228

For reservations ask for **Mimi or Chelsea**

313-982-3980 Mimi

Email is Mimi.Sion@hilton.com

Or

313-982-3980 Chelsea

Email is Chelsea.poole@hilton.com

Detroit Overflow Hotels:

Doubletree Guest Suites
Fort Shelby/Detroit
525 Lafayette Blvd.
Detroit, Michigan 48226
Phone: 313-963-5600
Contact: Allegra

****They have a shuttle to and from the Cadillac Place if you do not care for city driving.**

Escanaba:

Super 8 Motel
2415 Lincoln Road
Escanaba, MI 49829
906-786-1000

Gaylord:

Hampton Inn
230 Dickerson Road
Gaylord, MI 49735
989-731-4000

Grand Rapids:

Holiday Inn Express
5401 28th Street
Grand Rapids, MI 49546

Kalamazoo:

Best Western
3640 E. Cork Street
Kalamazoo, 49001
Phone 269-381-1900

Lansing:

Lansing Quality Suites Hotel
901 Delta Commerce Drive
Lansing, MI 48917
517-886-0600
Contact: Kathy

****They have a shuttle to and from the Training site if you do not care for city driving.**

Fairfield Inn

810 Delta Commerce Drive
Lansing, MI 48917
517-886-1066

Muskegon:

Comfort Inn
1675 E. Sherman Blvd.
Muskegon, MI 49444
231-739-9092

Newaygo County DHS

Shack Country Inn
5596 West 14th Street
White Cloud, MI 49349
231-924-6683

Saginaw:

Country Inn and Suites
2222 Tittabawassee Rd.
Saginaw, MI 48604
989-792-7666

<p>616-940-8100</p> <p>Kalamazoo: Best Western 3640 E. Cork Street Kalamazoo, 49001 Phone 269-381-1900</p>	<p>Fairfield Inn 5200 Fashion Square Blvd. Saginaw, MI 48603 989-797-6100</p> <p>West Branch: Super 8 2596 Austin Way I-75 Exit 212 West Branch, MI 48661 989-345-8488</p>

This information is for ES and CWTI. Accounting codes for travel reimbursement that must be used are as follows:

CWI:-CPS 9 Week Pre-Service Index: 16510 PCA: 72470

CWI:-FC Week Pre-Service Index: 16510 PCA:74356

APW/ES New Worker Training: Index: Use your local office index code PCA: 12865