



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

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Private Agency Travel Guide for Child Welfare Training Institute Trainings

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This guide provides travel reimbursement information from the Office of Workforce Development and Training, Child Welfare Training Institute (CWTI). This information applies to foster care and adoption training and does not apply to family preservation or Bureau of Child and Adult Licensing (BCAL) training. Please visit <http://www.michiganchildwelfaretraining.com/Training/Travel.aspx> for access to the Michigan Standardized Travel Regulations, as well as the forms needed to obtain the state rate for lodging and to request an exception for a weekend overnight stay.

TRAININGS APPROVED FOR TRAVEL REIMBURSEMENT

- Pre-Service Institute (PSI)
- Program Specific Transfer Training (PSTT)
- Child Welfare Supervisor Training
- PRIDE
- Child Welfare Certificate PSI

In-service or agency-administered trainings are **not** approved for travel reimbursement.

TRAVEL

CWTI will reimburse mileage at the private agency's rate or the current State of Michigan standard rate, whichever is less. All travel must be by the most direct route to and from the official workstation to training location unless traveling from the trainee's home will result in less mileage. Reimbursement will not be allowed for travel between a trainee's home and official workstation. Arrival and departure times must be documented. Reasonable vicinity miles may be claimed for travel from a hotel to the training location to a restaurant and back.

LODGING

For trainees who must travel over 50 miles (one way per map mileage), CWTI will reimburse overnight lodging using the private agency's rate or the current State of Michigan standard rate, whichever is less.

EXCEPTION REQUEST FOR WEEKEND OVERNIGHT LODGING

Reimbursement for lodging is approved when arriving on Sunday for training scheduled for Monday and extends through Thursday, departing on Friday after the training. Overnight lodging for Friday and Saturday nights requires **pre-approval** from CWTI.

If a trainee will be lodging for an extended period of time for multiple day trainings and the trainee's travel is more than 500 miles round trip, an exception request must be submitted to CWTI. To request an exception, the private agency must submit a cost benefit analysis no later than two weeks before the training date that explains how allowing the trainee to stay overnight on a weekend will save the state money. Submit the cost benefit analysis to Denise Turner at TurnerD@michigan.gov.

If an exception request is approved, the approval notification must be attached to the DHS-1582 forms and receipts.

This travel guide replaces the travel information contained in the February 19, 2009 "New Registration Process" letter.

MEALS

Effective July 1, 2012 meals will not be reimbursed, as they are included in the per diem payments made for completion of training. All questions related to per diem payments should be directed to: DHS-federalcompliance@Michigan.gov.

RECEIPTS

Original receipts are required for all qualifying expenses related to travel. If it is required by the private agency to retain original receipts, a copy of the itemized receipt is acceptable only when submitting a certifying letter verifying accurate totals and explaining why original receipts are not being provided.

Hotel receipts must be original, itemized receipts whether booked through the hotel or booked with an online agency such as Expedia.com, Priceline.com or Hotels.com. Online receipts must give the same information that receipts paid to hotels in person contain: actual check-in date and time, actual check-out date and time, room rate, all taxes associated with the room and final cost. We must have itemized receipts to ensure the State of Michigan is only paying for the room and not for additional costs that are not normally reimbursed (*i.e.*, room service, phone and movies). When booking online ensure an itemized receipt is available for printing.* Verbal or written hotel costs that are not accompanied by an itemized receipt will not be honored.

** It is advisable to print out all transactions before closing the website.*

REQUIRED FORMS

Please visit <http://www.michiganchildwelfaretraining.com/Training/Resources/Forms.aspx> for access to the most recently revised travel voucher forms.

Non State Employee Travel Voucher (DHS-1582-TV-NSE), rev. 6-15.

When completing this form, use the following:

2. Agency Number is 431-**60130**.
11. Specify training attended (*i.e.* FC PSI, Adoption PSTT, FC Supervisor, *etc.*).
15. Enter the number of map miles traveled rounding to the nearest whole mile. **Attach 2-sided MapQuest printout.**
16. Premium mileage does not apply.
17. Enter the total for the miles traveled multiplied by the reimbursement rate. For example, if you traveled 65 miles and if the reimbursement rate is .360, the total would be \$23.40 (calculated by multiplying 65 by .360).
18. Enter the actual lodging cost up to \$75.00 (the current state rate as of October 1, 2012) *plus tax*. Attach original itemized hotel receipts with the reimbursement request.
- 19-20. Meal reimbursements do not apply.
21. Itemize and identify dollar amounts of the other expenses, such as bus fare, parking, or bridge tolls. Attach receipts.
25. Supervisor must sign and date. Print name below signature.
26. Student **MUST** sign and date. Print name below signature.
- 28-35. Completed by CWTI staff.

Payment Voucher (DHS-1582), rev. 5-15.

It is necessary that all Non-State Employee Travel Vouchers (DHS 1582-TV-NSE) have a Payment Voucher (DHS-1582) attached from the agency. Do not write in Box 11. In Box 12 enter information as: (a) Student Name, (b) Beginning and Ending Travel Dates, (c) Class, (d) Reimbursement Amount. Do not write in Box 15

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thru Box 34. These spaces are reserved for central office use only. Contact information can be entered in Box 14 as: Name / Phone Number / Email Address. A certification letter must be attached to the Payment Voucher.

Certification Letter

A certification letter **on agency letterhead** is required from the agency certifying that all travel receipts and totals from the Travel Voucher have been audited and are accurate.

Sample language and information needed:

DATE			
MAILING ADDRESS OF RECIPIENT			
Our agency is requesting reimbursement for payment(s) made to the agency employee(s) listed below for travel expenses while attending MDHHS/CWTI training.			
Trainee Name(s)	Travel Dates	Class Name	Amount Paid
<u>Exact</u> name as registered in OmniTrack Plus, <i>formerly J-Jolt</i>	01-02-15 to 02-01-15	Must be specific, <i>i.e.</i> , FC PSI, Adoption PSTT, FC Supervisor, <i>etc.</i>	\$00.00
Total: Provide total for all expenses – must match the total on the Payment Voucher.			
Federal ID#:			
I certify that the above employee(s) have been paid the amounts stated above and in accordance to the state of Michigan Standardized Travel Regulations for reimbursement for travel expenses while attending MDHHS/CWTI training on the above dates.			
<u>Agency Certifying Signature in blue ink</u>		_____	
Print Name below Signature, Title		Date	

SUBMITTING FORMS

The following forms must be included in the travel reimbursement request packet:

- Signed certification letter on agency letterhead
- DHS-1582 Payment Voucher
- DHS-1582-TV-NSE Travel Voucher for Non State Employees for each trainee
- MapQuest printout(s)
- All original receipts

When multiple trainees attend the **same** training, each trainee must complete a DHS-1582-TV-NSE, attach receipts, and submit to his or her agency account representative for auditing. The agency must attach all forms and documentation together to a DHS-1582 with the cumulative total in Box 14. It is important to assure that all vouchers are completed accurately. Improper or incomplete vouchers may be returned and require resubmission, delaying payment.

Mail Payment Vouchers with required forms and documents to:

INGHAM COUNTY MDHHS / OWDT
Attention: Denise Turner
P.O. Box 30088
5303 S. Cedar Street
Lansing, MI 48911

FISCAL YEAR END

The state fiscal year starts October 1 and ends September 30 of the following year. For example, fiscal year 2016 starts October 1, 2015 and ends September 30, 2016. When submitting travel reimbursement vouchers for travel that started before fiscal year end and overlaps the start of a new fiscal year (September 30, 2015 and October 1, 2015), then the DHS 1582 and DHS 1582 TV NSE vouchers will need to reflect the separate years. To do this, submit one voucher reflecting the travel reimbursement request ending September 30, 2015 and send a second voucher reflecting the travel reimbursement request beginning October 1, 2015.