

## ARTICLE 17

### TRAVEL

#### **PART A. TRAVEL ADVANCES**

It is agreed that travel advances may be given to employees who qualify and comply with the following provisions.

- a. For authorized travel out of state extending three days or more, the employee may elect to receive an advance of approximately 90% of monies to cover all anticipated, reimbursable expenses, by submitting an out-of-state travel form approved by the appropriate Division Commander to the Management Services Division.
- b. For authorized travel in state extending three days or more, the employee may elect to receive an advance of approximately 90% of monies to cover all anticipated, reimbursable expenses, by submitting a form approved by the appropriate Division Commander to the Management Services Division.
- c. Employees who are in continual travel status may be authorized long-term advances in an amount to be determined by the Employer.
- d. To be eligible for the travel advance, the employee must submit a request detailing the anticipated expenses, at least 14 calendar days, when practical, in advance of the date travel commences.

#### **PART B. REIMBURSABLE EXPENSES - TRAVEL AND MEALS**

The Standardized State Travel Regulations, as from time to time adopted and promulgated, as approved by the Michigan Civil Service Commission, shall govern all reimbursable travel, meals and lodging, not otherwise specifically delineated in this Agreement.

For Cooperative Force Concepts, meal reimbursement shall be applicable when the employees are working outside of their specific work area (e.g., BAYANET, CMET, MET, TRI-COUNTY METRO, ETC.).

Reimbursement shall be actual expenses up to the maximum amount. Employees shall attach the receipt for any reimbursed meal to the request.

#### **PART C. MOBILIZATION - MEAL REIMBURSEMENT**

##### **Section 1. Mobilization.**

During an official mobilization, affected employees are entitled to expense

reimbursement if: (1) they are restricted to the troubled area; (2) out of their Post area; or (3) confined to a particular area and are unable to obtain their meals in a customary manner.

**Section 2. Meals.**

The mobilization meal rate per meal shall be 1/3 of the total daily meal allowance then in effect.

**Section 3. Number of Meals.**

Not more than three meals per day will be reimbursed to an employee. When eligible employees' work time, on an official mobilization, is:

- a. Four hours or less, he/she shall be reimbursed for one meal;
- b. More than four but less than eight hours, he/she shall be reimbursed for two meals;
- c. Eight hours or more, he/she shall be reimbursed for three meals.

**Section 4. No Reimbursement.**

The Employer or others may furnish meals to the employees - free of charge - in which case there will be no reimbursement to the employees.

**PART D. MACKINAW ISLAND DETAIL**

Members selected and assigned to work the annual Mackinaw Island Detail shall be governed by the following:

- a. Members will be paid mileage to and from Mackinaw Island only once during their stay. This is done for the first day they report to the island and the last day when they leave the island. Members will also be paid mileage when they leave Mackinaw Island for court or as assigned by their post commander.
- b. Members are provided one book of ferry passes.
- c. Members will be paid the total daily meal allowance in effect with no receipt requirement for each full day or partial day they spend on the island, including pass days. Annual leave days and pass days used in conjunction with annual leave for days spent on the island are not reimbursable.
- d. Members are not paid for meals when they leave Mackinaw Island except for court or as assigned by their post commander.

**PART E.     STATE FAIR DETAIL**

Members selected and assigned to work the annual Michigan State Fair Detail will be paid the maximum reimbursement amount in effect with no receipt requirement for each meal the member is eligible for while assigned at the State Fair Detail.

**PART F.     RECEIPT REQUIREMENT:**

As it pertains to the requirement for receipts as outlined in Part B of this article, it is agreed:

- a.     Itemized receipts are not required.
- b.     Employees may submit a credit card or debit card receipt.
- c.     Reimbursement shall be for actual expenses up to the per diem amount.
- d.     Restaurant receipts should be dated the same day as the requested meal on the travel voucher. Restaurant receipts dated on any other day will not be eligible for reimbursement.
- e.     In cases where grocery receipts are submitted, they should be dated no more than two days prior to the travel and should be for food and non-alcoholic beverages. If the grocery receipts are dated after the employee's requested meal or more than two days before the employee's travel, they will not be eligible for reimbursement.
- f.     Appropriate tips on meals are eligible for reimbursement so long as the per diem amount allowed for reimbursement is not exceeded.
- g.     If an employee is eligible for more than one meal in a day, the amount of each meal will be left to the discretion of the employee, as long as the total does not exceed the combined per diem cost for those eligible meals.
- h.     Employees assigned to work the annual Michigan State Fair Detail or the Mackinaw Island Detail, are not required to submit receipts for reimbursement.
- i.     Alcohol is not a reimbursable expense.