

Treasury Documentation**Subject:** Travel, Policy and Guidelines**For:** EMPLOYEE HANDBOOK**Also See:** ET-03012, 24, 48, 135

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General

The Department of Management and Budget (DMB) provides guidelines for travel by State employees. The Standardized Travel Regulations (STR) and schedule of rates are posted on DMB's Web site. Also, the *Administrative Guide to State Government*, Section 400, contains procedures relevant to travel expenses. At the DMB home page, click on Agency Services, then Travel or Vehicle Services.

This Policy is intended to give additional guidelines for conforming to the State's and Treasury's regulations relating to travel. The STR and *Administrative Guide* are cited where these regulations apply to the particular subject.

Treasury employees anticipating travel for the purpose of conducting State business must follow this Policy. **The State's contracted travel agency should be contacted to arrange for airline tickets, hotels, and car rentals.** (See "Use of Designated Travel Agency" section.) Expenses for travel arranged independently may not be reimbursed. The State and Treasury will not be liable for commitments made without prior written approval, or responsible for reservations not canceled in a timely manner.

Airline reservations made through the State's travel agency are billed directly to Treasury. Out-of-pocket travel expenses paid by the employee will be reimbursed as provided under DMB's STR and schedule of rates. See "Travel Expense Voucher" section.

A travel charge card is available to employees who travel frequently on State business. Employees are not obligated to accept the card, which is issued in the employee's name. The employee is solely liable for all charges on these charge cards. Charges for State business travel incurred on the card must be submitted for reimbursement on a travel expense voucher. Further information and applications are available from the Department Travel Coordinator, Finance and Accounting Division (FAD).

Due to the availability of charge cards, travel advances are not issued.

While in travel status, employees must follow DMB and Treasury policy on vehicle safety. Refer to Policy ET-03012 (in the Employee Handbook on Treasury's Intranet) and DMB's *Administrative Guide* Policy 0440.

Use of Designated Travel Agency

To reduce and control travel costs, DMB has contracted with a designated travel agency to arrange air travel, hotel, and car reservations. All employees who travel on State business, including out-of-state employees, are expected to utilize their services. Contact the designated travel agency to make travel inquiries and reservations.

Before making any travel arrangements, the employee must prepare a “State of Michigan Traveler Profile.” This profile allows the travel agency to process reservations and submit bills for the employee’s travel for official State business. Employees may access the Traveler Profile on the DMB Web site (click on Travel, Forms and Regulations, then Traveler Profile) or from the Department Travel Coordinator, FAD. The Traveler Profile can be submitted via Internet, fax, or to the Department Travel Coordinator. It is the employee’s responsibility to revise the profile when any changes occur in the profile (e.g. address, division where employed, etc.).

Out-of-State Travel

For out-of-state travel, Treasury form 1941 OUT-OF-STATE TRAVEL APPROVAL must be approved by division/office staff, the Bureau Director, and the State Treasurer before travel takes place. (This is not necessary if the employee’s assigned region/district includes the out-of-state location, unless prepayment of registration fees is required.) Generally, the employee should contact the designated travel agency for tentative travel costs and includes them on form 1941. However, travel reservations must not be made before approval is obtained.

Form 1941 is available on Treasury’s Intranet at <http://intra.state.mi.us/treasury/Forms/GA/ga.htm>. The second and third pages of the form are optional for use in planning itineraries.

Prepayment of Seminar Registration Fees

For prepayment of seminar registration fees, the request should be submitted on form 3596 REQUEST FOR EMPLOYEE DEVELOPMENT to Office of Human Resources (HR) with the completed registration form. If travel is out of state, it should also be included on form 1941 and the forms submitted together to HR. HR forwards the request to the Department Travel Coordinator who sends payment for the seminar. The forms must be submitted well in advance of the registration deadline, so that the Department Travel Coordinator receives the approved request at least ten days prior to the deadline.

All registration fees must be prepaid by FAD. This type of expense cannot be included on a Travel Expense Voucher since it requires a non-travel object code.

Air Travel

Contact the designated travel agency directly to inquire about flight times and tentative costs. The travel agency will access employee’s “State of Michigan Passenger Profile” and search for the most cost-efficient arrangements. Use this information to complete form 1941 if traveling out of state. After out-of-state travel is approved, confirm the reservation with the travel agency.

DMB has entered into an agreement with several major airlines for “city pair” rates (to and from most commonly traveled cities). These city pair rates are usually lower than other available fares, and the contracts allow for flexibility of scheduling and cancellation without penalty. **For all flights departing from Detroit, Lansing, Grand Rapids, or Flint, the State must use the contracted airline for the selected city pair.** Exception is allowable if the contracted airline’s fare is more than \$50 over the other rate or if the flight times are more than two hours different from the other airline. The designated travel agency will advise the employee of any restrictions related to the city pair agreement.

The Department of Transportation, Bureau of Aeronautics, Air Transport, coordinates flights by State-owned aircraft on an “on-demand” basis. Employees may contact Air Transport at (517) 335-9986 to check on availability and fees for flights on these aircraft. In many cases, flights may be more convenient for same-day round trips and short-notice flights may be available. Employees should compare fees and itineraries with commercial flights offered by the designated travel agency and select the itinerary which best meets travel needs and the State’s best interest.

The airport nearest to the employee’s workstation should be used when it is the least expensive. If it is not the least expensive, the employee may use the nearest airport if the difference in fare is \$200 or less, or if the time required to travel to the least expensive airport is more than two hours. An exception to this policy may be made with the approval of the Deputy Treasurer/Bureau Director.

The travel agency bills Treasury directly for airfare; therefore, travel advance requests for airfare will not be approved. Also, no airfare will be reimbursed on a travel expense voucher without prior approval from the Department Travel Coordinator.

If it is necessary to change a flight before the initial departure, the employee should notify the designated travel agency of changes to be made. If it is necessary to change a flight after the initial departure, it should be done at the airport. Reimbursement for any related charges will be made on a travel voucher. The department will **not** reimburse any fees pertaining to preferred seating.

Reimbursement for parking at the Detroit airport is limited to the rate offered at private parking lots across from the airport.

State policy prohibits personal use of “frequent flyer credits” obtained while traveling on State business. Any free tickets issued to a State employee as a result of a bump or other reasons revert to the State. The employee should report receipt of any frequent flyer credits by sending a memo to FAD. These credits **must** be used on the next qualifying business trip.

Hotel Rates and Reimbursement

An employee may contact the designated travel agency to make hotel reservations for State business travel. The travel agency will use the employee's credit card number (travel charge card or other personal card) to insure availability of the lodging. If the employee makes his or her own reservations, **the rate must not exceed DMB's lodging rate per night plus taxes.** In any case, the employee pays the hotel bill and then requests reimbursement on a travel expense voucher. (See "Travel Expense Voucher" section.)

If hotel arrangements are made through the designated travel agent, the lodging rate limit may be exceeded in some cases. The travel agent will reserve lodging at a mid-range hotel and provide a confirmation number. The employee must include this confirmation number on the travel expense voucher to receive reimbursement for hotels with rates higher than the lodging rate.

Meal Rates and Reimbursement

Meal reimbursement is allowable only when working at a location which is 15 miles or more from home (enroute scheduling) or the boundaries of the workstation. Employees must verify that departure was prior to earliest eligible time and remained in travel status past latest eligible time to claim meal reimbursement. See Sections 6.1 and 6.3 on page 6 of the STR.

Employees must submit receipts for each meal. The receipt should be cash register-generated to include the place, date, and time of the meal to verify the correct reimbursement amount in accordance with STR, Section 6. Any exception requests will be evaluated by the employee's manager/supervisor to authorize reimbursement.

Meal reimbursement requests made by an employee cannot include the purchase of a meal intended for someone other than the employee (except in the case of a pre-approved group lunch). Only the actual amount expended, up to the allowable rate, will be reimbursed. Alcoholic beverages are prohibited and therefore will not be reimbursed.

The meal must be purchased within the starting and ending time of travel. For example, items purchased at a grocery store the night before the travel occurs are not reimbursable. Only single meal items consumed during the meal period are acceptable (e.g., no bulk quantity items such as bags of apples, loaves of bread, cases of water, etc.).

Tips are reimbursable when an employee is in overnight travel status only, maximum \$2 per day.

Group lunches and/or refreshments require prior Administration approval.

Car Rental and Reimbursement

Car rentals must be arranged through the designated travel agency, which maintains several agreements on behalf of the State of Michigan, DMB. Obtain any necessary approvals prior to making reservations.

Travel Expense Voucher

Employees must submit form DMB-23 TRAVEL EXPENSE VOUCHER for reimbursement of out-of-pocket travel expenses. It is the employee's responsibility to monitor travel expenses to ensure they comply with DMB's reimbursement rates and regulations.

Form DMB-23 is available online on DMB's Internet Web site. Keep the following in mind when completing DMB-23:

- Do not use red ink on DMB-23. Tape on or white out corrections on each copy.
- Form DMB-23 should cover **one** calendar month and record only **one** employee's expenses.
- Submit DMB-23s within 15 days after end of the month. Do not submit more than two DMB-23s per calendar month.
- If submitting a two-page DMB-23, place second page on top with all accounting and sign top page.
- **Attach original receipts** for all expenses claimed.
- Make sure there are no non-reimbursable items listed on voucher, such as:
 - Bulk purchases of stamps (these are available at Field Offices)
 - Rental of Post Office boxes
 - Any miscellaneous item(s) over \$10.
- See STR Section 5.3 regarding computation of mileage and when to use standard or premium rate. Miles must be logged in the appropriate column of DMB-23 to correspond to this Policy.
- An employee on permanent travel status may request reimbursement at the premium rate at the beginning of each fiscal year on form A-1027 REQUEST FOR AUTHORITY TO USE PRIVATELY OWNED AUTOMOBILES. Form A-1027 must be filed with and approved by FAD.
- See STR, Section 4, regarding Official Workstation and Policy ET-03024 in the Employee Handbook on Treasury's Intranet.
- Do not include State car expenses. These should be reported on form DMB MTD-47 DRIVER EXPENSE REIMBURSEMENT VOUCHER. See Policy ET-03048 in the Employee Handbook on Treasury's Intranet.
- See "Travel-Related Agency Object Codes" section for correct object codes. Be sure to enter correct index code(s) for division/unit.

- Supervisors must check completed DMB-23s and verify they are complete and in compliance with DMB and Treasury policy.

Travel-Related Agency Object Codes

Use the following code(s) when completing travel-related forms.

	<u>Object Codes</u>	
	<u>Instate</u>	<u>Out-of-state</u>
Requesting Pool Car	4805	4860
Personal Car Mileage:		
Standard	4810	4865
Premium	4815*	4870*
Airfare	4830	4885
Other Common Carrier	4835	4890
Meals:		
Nontaxable	4840	4895
Taxable	4845	4905
Lodging	4850	4910
Other Expenses	4855	4915

Persons who travel on Treasury business but are not Treasury or State employees (e.g., board or commission members) should use the following codes:

Compensated	6170
Not Compensated	6171

* Use until State premium rate exceeds Federal Government (IRS) rate.

Official Workstation (as it Relates to Mileage Reimbursement)

See STR, Section 4, and Policy ET-03024 for DMB and Treasury definitions and regulations regarding official workstations.

Payment of Moving Expenses

In specific situations, the State will pay household moving expenses for current State employees transferred to a new work location. See *Administrative Manual* procedures 0430.01 and 1220.03.

The Department will not reimburse employees for any travel, meals, lodging, or moving expenses incurred by changes in official workstation resulting from promotion, voluntary transfer, or new hire.

Travel to/From Mandatory Second Opinion Doctors

See Policy ET-03135 regarding reimbursement for this type of travel.