

Certification Subcommittee
Travel Reimbursement Policy
For Compliance Review Team Members

This policy was established in December of 2004 for the reimbursement of travel expenses to Certification Subcommittee members of the State 911 Committee participating in a Review Team for the Compliance Review activities related to P.A. 32.

1. Review Team

The review team for Compliance Reviews shall not exceed four (4) members, not including the State 911 Analyst.

2. Motel/Hotel

The Individual motel/hotel charges shall be reimbursed by the State 911 Administrative Section. This will include tax and tax charges. A hotel will be researched by the State 911 Analyst and agreed upon by the team members. The team members will each make their own reservation and submit appropriate documentation to the State 911 Administrative Section for reimbursement.

The rates for lodging shall follow the Michigan Department of Technology Management and Budget (DTMB) regulations, see rates below using the hyperlink.

3. Meals

Individual meals shall be reimbursed by the State 911 Administrative Section. The time schedule shall follow the Michigan State Police Official Order #47. Said allowances for individual meals for daytime travel are currently based on the following schedule:

Breakfast	When travel commences before 6:00 a.m. and extends beyond 8:30 a.m.
Lunch	When travel commences before 11:30 a.m. and extends beyond 2:00 p.m.
Dinner	When travel commences before 5:30 p.m. and extends beyond 8:00 p.m.

The rates for individual meals shall follow the DTMB regulations, see rates below using the hyperlink.

4. Mileage

The team member's individual mileage shall be reimbursed by the State 911 Administrative Section. The rates for reimbursement shall follow DTMB's Standardized Travel Regulations for Classified and Unclassified State Employees.

5. Wages

The team members shall not be eligible for reimbursement of individual wages related to Compliance Reviews.

All reimbursement requests shall be submitted through the State 911 Administrative section for review and approval.

For current lodging and mileage rates, refer to DTMB's website.

SNC 740 12/2022
Certification Travel Reimbursement

Process:

1. Upon returning from the site visit, the Certification Analyst will email each team member a copy of the reimbursement expense spreadsheet.
2. The completed spreadsheet, team member's signature, and a copy of receipts will be sent to the Certification Analyst.
 - a. Mail to:
Lyndsay Keith
PO Box 30634
Lansing, MI 48909
 - b. Email to:
Lyndsay Keith
Certification Analyst
[msp-snc@michigan.gov](mailto:m-sp-snc@michigan.gov)
3. The Certification Analyst will process the reimbursement expense upon receipt of the team member's notes from the site visit. The details shall include the team member's notes on the facility, the financial review of the site visit, and the operational functions of the PSAP.
4. The Certification Analyst will review the expense spreadsheet for completeness, make sure all receipts and documentation are attached for mileage reimbursement, and sign the approval. The analyst will send the submission for reimbursement to the appropriate MSP staff for further processing. It is the responsibility of the team member to make sure their information is correct and accurate with Financial Services for reimbursement.

For new team members, an account must be set up. Contact the State 911 Office for further assistance.

(Rev 12/2022)