

0420.01 Standardized Travel Regulations

Issued: January 6, 1997
Revised: June 21, 2012

PURPOSE

To specify applicable travel expense regulations and reimbursement rates, with related authorization, reporting and accounting requirements.

APPLICATION

Executive Branch Departments and Sub-units, classified and non-classified state employees, and non-state employee consultants and advisers when authorized by the executive head of the respective agency.

CONTACT AGENCY

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SUMMARY

Vehicle and Travel Services has responsibility for authorization, regulations, rates, forms and Standardized Travel Regulations. The Office of Financial Management (OFM) is responsible for reporting and accounting.

APPLICABLE FORMS

DTMB-1681 Travel Expense Exception Request

PROCEDURES

For the current [Standardized Travel Regulations](http://www.michigan.gov/documents/dtmb/STR_October_2015_501741_7.pdf) (http://www.michigan.gov/documents/dtmb/STR_October_2015_501741_7.pdf) and official travel reimbursement rates, contact Vehicle and Travel Services or go to the Services & Facilities, [Travel](https://stateofmichigan.sharepoint.com/teams/insidemi/onsite/travel) (<https://stateofmichigan.sharepoint.com/teams/insidemi/onsite/travel>) website.
