

MICHIGAN HOMES FOR VETERANS  
BOARD MANUAL

BOARD OF MANAGERS

BP-008

Travel Regulations for Post Fund

Reviewed 6/18/2014

**PURPOSE:** The purpose of this policy is to establish travel regulations for members of the Board of Managers and staff who attend conferences concerning veterans' homes and nursing homes as well as conventions or meetings of veterans' organizations.

**PROCEDURES:**

- I. **Official Work Station:** The Board of Managers work station will be considered as their city of residence. The work station for the staff is designated as Grand Rapids or Marquette.
- II. **Transportation:**
  - A. All in-state and out of state travel excluding board meetings will require prior authorization.
  - B. Transportation by plane, train or privately owned vehicle/rental vehicle is approved.
  - C. Air travelers should purchase the least expensive accommodations available on any one flight. Round trip tickets shall be secured whenever practical and economical. The same rules should be followed for train fare.
  - D. Travel by privately-owned vehicle/rental vehicle will be reimbursed at the approved rate/mile. Reimbursement will be figured based from point of origin to location of the meeting. Vicinity mileage will be allowed for necessary travel at the meeting.
  - E. Parking will be reimbursed and receipts submitted when available.
- III. **Subsistence Expense:**
  - A. Meals and Lodging will be reimbursed at State of Michigan authorized travel reimbursement rates.
  - B. Miscellaneous Expenses: Expenses for taxi, telephone, hotel tips, baggage expense, and registration fees are

allowable at cost.

C. Receipts Required for:

1. Hotel
2. Meals
3. Rental Car
4. Parking charges when receipt available

- IV. Expense Voucher: A form of expense voucher designated as a Michigan Homes for Veterans Post Fund Voucher will be completed. This voucher will conform to the rules and regulations stated above.

The voucher will be approved and paid by the staff with any questionable items of expense withheld for discussion and approval by the Chairman and Secretary of the Board of Managers at the next meeting.