Guide to In-State Site Review Team
Travel Reimbursement

I. Reimbursement of Mileage*
   • Mileage is reimbursed at $0.58/mile
   • Complete the mileage calculation on the invoice (Can use MapQuest to calculate mileage).

II. Reimbursement of Meals*
   • Meals, including reasonable gratuity, are reimbursed at the following rates:
     o Breakfast - $8.50
     ➢ When travel commences prior to 6:00 a.m. and extends beyond 8:30 a.m.
     o Lunch - $8.50
     ➢ When travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.
     o Dinner - $19.00
     ➢ When travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m.
   • A receipt is required to request reimbursement of meals up to the published maximum meal rate.
   • The receipt must be an itemized receipt and include the date, time, business name, and city and state where the business is located.
   • Credit card receipts are not allowable as they are not itemized.
   • Tips on meals cannot exceed 20%.
   • Alcoholic beverages are not allowable as reimbursable expenses.
   • State of Michigan does not allow per diem rates for meals.

III. Reimbursement of Lodging Expense
   • Overnight stays must be approved by the Verification/Designation Coordinator.
   • Sales or use taxes, applicable to lodging charges, are reimbursable in addition to the regular lodging rate.
   • The receipt must be an itemized receipt and include the date, time, and business name.
   • The receipt must have a zero balance.

IV. Professional Fee and Lead Author Fee
   • Physician Fee: $1300
   • Nurse or Physician Assistant Fee: $800
   • Lead Author Fee: $200
   • Supplemental for travel over 300 miles one way: $500

V. On-Site Focused Review Professional Fee and Lead Author Fee
   • Physician Fee: $800
   • Nurse or Physician Assistant Fee: $500
   • Lead Author Fee: $200
   • Supplemental for travel over 300 miles one way: $500
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VI. Instructions for Invoice Submission

1. Fill out the invoice completely. The invoice, as well as a completed example, can be found at www.michigan.gov/traumасystem.
2. Scan the invoice and individual receipts for lodging and meals.
3. Submit the invoice and itemized receipts to the State Trauma Designation Coordinator at traumadesignationcoordinator@michigan.gov.
4. Approval of the invoice is sent after completed site review report is received.

VII. Helpful Resources (www.michigan.gov/traumαsystem)

- State of Michigan Travel Policy
- Travel Rates

*Rates determined by the State of Michigan and are subject to change.