



# 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:
    - Breakfast - \$8.50
      - When travel commences prior to 6:00 a.m. and extends beyond 8:30 a.m.
    - Lunch - \$8.50
      - When travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.
    - 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/traumasystem](http://www.michigan.gov/traumasystem).
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](mailto:traumadesignationcoordinator@michigan.gov).
4. Approval of the invoice is sent after completed site review report is received.

### VII. Helpful Resources ([www.michigan.gov/traumasystem](http://www.michigan.gov/traumasystem))

- [State of Michigan Travel Policy](#)
- [Travel Rates](#)

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