



The MICRC follows the State of Michigan travel regulations.

Travel by Vehicle

Using your personal vehicle:

- Mileage reimbursed at \$.56 per mile with a Google or similar map
- Parking and tolls reimbursed with the receipt
- No reimbursement for fuel, repairs, antifreeze, towing, etc.
- No reimbursement for parking tickets, moving violations or associated fines

Using a rental vehicle:

- A rental vehicle may be used; reservations are encouraged to be made through the state travel agency, because some insurance is covered
- No mileage reimbursement
- Fuel reimbursed with receipts
- Parking and tolls reimbursed with receipts
- No reimbursement for parking tickets, moving violations or associated fines
- Please document on the receipt destination and why you chose to rent the vehicle

Using a commercial flight:

- Book through the State travel agency at the lowest fare (upgrades not reimbursed)
- Reimbursement for one piece of personal luggage; overweight or additional bags not reimbursed
- Reimbursement for transportation to and from the airports with receipt. Please check on hotel shuttles prior to taking an airport shuttle or a taxi.
- Reimbursement for parking your personal vehicle at the departing airport with receipt.
- Please document on the airline ticket receipt why you chose to fly

Meals

- Reimbursement for breakfast if travel begins by 6 a.m. and extends past 8:30 a.m.; for lunch if travel begins by 11:30 a.m. and extends past 2 p.m.; and for dinner if travel begins by 5:30 p.m. and extends past 8 p.m.
- Maximum reimbursement for breakfast or lunch is \$8.50, and dinner is \$19.00 including taxes and tips, OR up to \$36 total per day if away from your home office for the full day. Receipts required.
- Exceptions for reimbursement rates are: Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, and Traverse City, as well as all of Grand Traverse, Oakland, and Wayne Counties. Maximum reimbursement at these locations are \$10.25 for breakfast or lunch, \$24.25 for dinner, including taxes and tips, OR \$44.95 total per day if away from your home office for the full day. Receipts required.

State of Michigan Travel Agency

In order to rent a vehicle, book airfare, book a motorcoach to and from Detroit Metro (routes from East Lansing, Brighton, and Ann Arbor) or book your own hotel room (if you haven't scheduled through Edward, or if your schedule has changed) you should use the state travel agency <http://www.somtravel.com/>. Click on *Create a Profile* on the left side of the page. After answering a few basic questions, they will send you an email link. For instructions on setting up your profile, go to: <https://www.concurtraining.com/toolkit/en/travel/end-user>.