

# MERC ACT 312 ARBITRATOR & FACT FINDER BILLING POLICY

## 1. Activity Segments:

- Billing invoices for Act 312 and Fact Finding case assignments are divided into three activity segments— ***Pre-Hearing*** Activity, ***Hearing*** Activity and ***Post-Hearing*** Activity.
- Each activity segment must contain a brief description of the duties/tasks performed along with dates, amount of time (hours/minutes) including start and end times. Travel time should be listed in a similar manner under the respective activity segment, where applicable.

## 2. Billing Rate:

**\$130 per hour**, subject to the following limits. Variances must be pre-approved by the Bureau Director.

- **Daily Maximum Paid:** \$910 (including any travel time).
- **Hearing Time Paid:** Up to 14 hours (excl. travel time).
- **Post-Hearing Activity:** Up to 2 hours allowed per 1 hour of Hearing (*excluding any travel time*).

## 3. Lodging, Mileage, Meals & Other Expense Reimbursements:

- Paid subject to the rates and conditions outlined in the State policy applicable to contracted vendors.
- Allowable expenses associated with an assigned case must be delineated as a sub-category of the applicable Pre-Hearing and/or Hearing Activity segment(s). Include dates, destination and mileage.
- Reimbursement requests must be supported by original documentation/receipts. Keep copies for your records.

## 4. Cancellations:

- The State will not pay for any cancelled proceedings. However, if a cancellation fee is outlined in the appointee's bio and a hearing date has been confirmed by the parties, the parties may voluntarily agree to pay that fee.

## 5. Time for Billing:

- Work performed and expenses incurred during the 2018 FY period (10-1-17 thru 9-30-18) must be invoiced during this same period. **Deadline for accepting 2018 Fiscal Year invoices is October 2, 2018.**
- Submit no more than two billing invoices on a case during the same FY period. Billing invoices should be submitted using the agency's form or format attached at assignment.
- **Payments on Fact Finding assignments are fully paid by the State.**
- **Payments on Act 312 assignments are shared equally by the parties, subject to MERC rates and guidelines.**



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

RICK SNYDER  
GOVERNOR

SHELLY EDGERTON  
DIRECTOR

# Memorandum

**DATE:** October 1, 2016

**TO:** Independent Contractors of LARA

**FROM:** LeAnn Droste, Director  
Finance and Administrative Services

**SUBJECT:** Guideline for Travel Reimbursement of Contractors, **that are NOT on The State Payroll System – Effective 10/1/2016**

This guideline is directed to all contractors who are not state employees and NOT on the state payroll, but who request reimbursement of authorized travel expenses. *All Receipts, including meal receipts, must support all requests for reimbursement of travel expenses.*

The Standardized Travel Regulations issued collaboratively by DTMB's Vehicle Travel Services, Office of State Employer and Civil Service Commission have been established to provide a fair and equitable means for reimbursing individuals for necessary state business travel expenses. In no way should travel expense reimbursements be viewed as a source of supplemental income or profit to the individual/contractor.

The following list is a summary of the most critical requirements and limitations that you must understand and follow. For further information, review the related rules found in the Standardized Travel Regulations; [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---.00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---.00.html)

1. Travel expense reimbursement requests shall be itemized for each individual providing services to the State. The traveler must sign the request and the Contract Administrator must approve the request for payment. The signature of the Contract Administrator indicates substantiation for the expenses reported. Name stamps will not be accepted.

2. Required Information:

Vendor Identification or Federal I.D. number must be legible and correct. If not, the payment will be delayed.

Independent Contractors of LARA

Departure and Return: Indicate time in hours and minutes.

Nature of Business: State specific reasons for travel. General statements are not acceptable in most situations.

Description: Indicate specific explanation of travel for audit purposes.

3. Meal Allowance Schedule: Meal rates and allowed time periods are shown in the following schedule. Receipts are now required to document meal costs. If departure and return times are other than those listed below; you will not be eligible for the meal reimbursement.

<u>Meal</u>	<u>Departure Before</u>	<u>Return After</u>	<u>In-State</u>	Michigan	Out-of	Out-of
				<u>Select Cities</u>	<u>State</u>	<u>State Select Cities</u>
Breakfast	6:00 a.m.	8:30 a.m.	\$ 8.50	\$10.25	\$10.25	\$13.00
Lunch	11:30 a.m.	2:00 p.m.	\$ 8.50	\$10.25	\$10.25	\$13.00
Dinner	6:30 p.m.	8:00 p.m.	\$19.00	\$24.25	\$23.50	\$25.25

4. Mileage: Mileage should be calculated address to address. A mapping program such as MapQuest, Google or Bing should be used for accuracy. In addition, vicinity mileage should be recorded separately.
5. Mileage: The standard rate is .360 per mile to be paid for allowable official state travel.
6. Guest Meals: No guest meals will be allowed.
7. Tips: Reimbursement for tips (for porters, maid service or taxis) is a maximum of \$2.00 per overnight stay.
8. Lodging: LARA requires paid, original receipts to support all lodging expense claims without exception.

	<u>Maximum</u>
In-State/Out-of-State	\$75.00 plus tax maximum or as authorized by Conlin Travel

Taxes are reimbursable in addition to lodging expense and should be included in the lodging total. If an individual is accompanied by a spouse, the lodging reimbursement is limited to the single room rate or the state maximum, whichever is less.

Conlin Travel should arrange for the lodging at hotels allowing state rates. If such a hotel will not offer a state rate due to lack of identification, the actual cost of lodging will be allowed if an indication is provided that the state rate was not available.

If Conlin Travel is not used, contractor reimbursement will be limited to the \$75.00 rate as stated above.

9. Alcoholic Beverages: Reimbursement for alcoholic beverages is never allowed.
10. Political Donations, Charitable Contributions, or Gifts: Tickets to political events, charitable fund raisers, and retirement dinners are never allowed. Meals provided at events, conferences, etc. may not be reimbursed if included in registration fee (copy of registration is required.)
11. Car Rental: Contractors may only obtain a rental car when transportation is needed between an airport and the work destination. The car reservation should be made through Conlin Travel.
12. Telephone Costs: Should be business related and minimized in travel status. The cost should be supported by **the detail on the** lodging bill or a telephone billing. For overnight work trips, a brief call home is authorized each night.
13. All Airline, Lodging and Car Rental Reservations must be made through the authorized state travel agent:

Conlin Travel  
Contact an Agent (24 Hours) - 1-877-654-2179  
E-Services – Technical Assistance – 1-888-387-3536  
Online Registration: [www.SOMtravel.com](http://www.SOMtravel.com)

All travelers should purchase and pay for the least expensive accommodations available on any one flight. Persons choosing to use first class air transportation when tourist class is available may charge only the tourist class fare. The additional cost for first class must be paid by the traveler and may not be charged to the State. Round trip tickets shall be secured whenever practical and economical. When requesting reimbursement for airfare, it is necessary to provide the passenger receipt and a copy of the itinerary.

\*\* Please note that some new cities have been added to the Select Cities List. \*\*