

State of Michigan  
Administrative Guide to State Government

## 0420.01 Standardized Travel Regulations

Issued: January 6, 1997  
Revised: June 21, 2012  
Reviewed: January 4, 2023

### PURPOSE

---

To specify applicable travel expense regulations and reimbursement rates, with related authorization, reporting and accounting requirements.

### APPLICATION

---

Executive Branch Departments and Sub-units, classified and non-classified state employees, and non-state employee consultants and advisers when authorized by the executive head of the respective agency.

### CONTACT AGENCY

---

Department of Technology, Management and Budget (DTMB)  
Office of Support Services (OSS)  
Vehicle and Travel Services (VTS)  
6951 Crowner Drive  
P.O. Box 30026  
Lansing, MI 48909  
  
Telephone: 517-636-6000 Customer Service  
Fax: 517-636-6747

### SUMMARY

---

Vehicle and Travel Services has responsibility for authorization, regulations, rates, forms and Standardized Travel Regulations. The Office of Financial Management (OFM) is responsible for reporting and accounting.

### APPLICABLE FORMS

---

[DTMB-1681 Travel Expense Exception Request](#)

### PROCEDURES

---

For the current [Standardized Travel Regulations](#) and official travel reimbursement rates, contact Vehicle and Travel Services or go to [Travel](#) website.

\*\*\*