State of Michigan
Administrative Guide to State Government

0420.04 Standardized Travel Regulations - Group Meetings

Issued: April 23, 2020
Revised:

PURPOSE

To specify applicable processes for authorizing group meetings and meal rate.

APPLICATION

Executive Branch Departments and Sub-units, classified and non-classified state employees, and contractors authorized to act as agents of the department.

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

SUMMARY

Vehicle and Travel Services has responsibility for authorization, regulations, rates, forms, and Standardized Travel Regulations.

State of Michigan Financial Management Guide Part IV, Chapter 6, Section 300 – Taxation of Expense Reimbursement provides guidance on the taxability of employee meal reimbursements.

APPLICABLE FORMS

DTMB-1681 Travel Expense Exception Request

PROCEDURES

Executive Branch Departments and sub-units are authorized to establish internal processes and procedures regarding the authorization and approval of arrangements for group meetings, conventions, and conferences.

"Public Act 431 18.1217 Sec. 217.
(2) A meeting of a state agency shall be held in a facility owned, leased, being purchased, or operated by this state, the federal government, a unit of local government, or a state supported institution, college, or university, unless the chief executive officer of the state agency, in writing, authorizes a different location."

For attendance at any in-state, prearranged and approved meeting or gathering authorized or called by a commission or department head, group meal rates in accordance with the published rate schedule will be allowed for each employee or official guest.

- A meeting agenda and the names of all persons attending the meeting shall be submitted with the payment request.
- Extra charges such as service fees, room charges or equipment charges are to be shown on the invoice as a separate line item.
- Advanced approval of DTMB/OSS/VTS is required for any charges in excess of the published lodging or group meal rates found on the Schedule of Travel Rates for Classified and Unclassified Employees, in accordance with the Standardized Travel Regulations regardless of who is making the formal arrangements on behalf of the department.

For attendance at impromptu or informal meetings not previously arranged and approved, and which involves both employees who are at their work or home stations and others who are not, reimbursement for all will be at rates not in excess of the regular meal allowance.

- Meeting times must be within the timeframe outlined in the Standardized Travel Regulations for the meal.
- A list of attendees and certification that it was necessary to keep the group together during the meal period by the agency head or authorizing agent must be included in the reimbursement request or purchasing card authorization.

Employees required to attend any prearranged meeting called by an independent organization that is held at the employee's official work station, shall be reimbursed for meal expenses not to exceed the regular meal allowance, providing such meeting terminates 2 ½ hours or less prior to the beginning of the official work shift or commences 2 ½ hours or less after the end of the official work shift. The employee must be representing his/her department at such meetings, and it must be established that it was not practical for the employee to return to his/her residence for the meal.

For regular staff meetings or employee recognition events, please refer to your departments internal food and beverage policies.

An employee is not eligible to seek reimbursement for meals when attending a conference, training, or meeting where the meal is being provided at no cost to the employee.

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