

0420.05 Standardized Travel Regulations - Lodging

Issued: December 7, 2021
Revised:
Reviewed: January 4, 2023

PURPOSE

To specify applicable lodging policies and procedures when traveling on business for the State of Michigan.

APPLICATION

Executive Branch Departments and Sub-units classified and non-classified state employees.

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 authority to regulate and publish approved travel regulations, rates, and forms. Vehicle and Travel Services contracts with a travel agency to provide travel reservations and publishes an annual Hotel Listing of properties within Michigan offering the state rate.

APPLICABLE FORMS

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

REFERENCES

[Standardized Travel Regulations Effective January 1 2023](#), for the current Active Hotel Listing and official travel reimbursement rates, contact Vehicle and Travel Services or go to the Services & Facilities, [Travel](#) website.

PROCEDURES

General Information

When requesting reimbursement for lodging that may not meet circumstances outlined below, providing detailed explanations in the comment section may prevent delays in processing.

Hotel Reservations

Lodging reimbursement when traveling for business is limited to the published and approved state hotel rate plus taxes with a few exceptions.

When staying at a hotel or motel, employees can submit reimbursement requests up to the state approved rate plus state and local taxes and other fees imposed by the lodging facility. Requests must be supported by an itemized receipt from a hotel or motel. Other fees that may be reimbursed when they are not optional and are imposed by the hotel or motel:

- Resort Fees
- Fuel Surcharge
- Internet Connection Fees
- Safe Fees

Exceptions:

Automatic Exceptions to the published state rate are granted when:

- An employee books a conference hotel at the published conference rate and at the hotel property that is identified within the conference literature. Conference literature must be submitted with the receipt to support the lodging charges.
- An employee books the lowest available lodging offered through the state contracted travel agency or sponsored online reservation system.

An employee booking through the contracted travel agency at rates more than the lowest offered hotel rate and reported as an exception may be responsible for the extra cost.

Requested Exceptions are granted when:

- An employee with their supervisors' approval can submit the Travel Expense Exception Request ([DTMB-1681](#)) to their department or agency for approval. Exceptions are considered and reviewed individually when lodging is required, and the employee was not able to:
 - Obtain the published and approved state hotel rate.
 - Was not able to make a reservation through the contracted travel agency, or
 - Was not able to make a reservation through the sponsored online reservation system.

Private Rentals

Airbnb, VRBO or other third-party vendors are not generally recommended accommodations for business travel due to the security issues related to private properties or rooms being offered by private individuals. If an employee chooses to seek these accommodations, the State of Michigan will reimburse up to the published and approved state hotel rate plus taxes with

an itemized receipt from Airbnb, VRBO or another third-party vendor. Any additional costs, fees imposed by the vendor or host will be the responsibility of the employee.

Per Diem

An employee with department approval may elect to receive the published “per diem” for meals and lodging when in overnight travel status. Per diem is a flat rate paid for a 24-hour period or more of travel and includes all costs of meals, lodging and incidentals. Employees do not have to maintain receipts for meals or lodging.

Shared Room

Employees electing or required to share a room can designate one individual to pay the invoice and seek reimbursement.

No Cost Lodging Accommodations

Employees are not allowed to seek reimbursement for lodging furnished without charge.

Agency Requirements

- Authorize and approve all travel.
- Publish agency defined travel policy in compliance with the Standardized Travel Regulations.
- Audit lodging receipts and reimbursement requests.
- Submit DTMB-1681 to DTMB/VTs once reviewed and approved internally.
- Document approved exceptions when processing travel reimbursements that do not comply with this procedure or the Standardized Travel Regulations.

Employee Requirements

- Book conference hotels as soon as possible to ensure obtaining the published and preferred hotel and conference rate.
- Book non-conference hotels at the lowest cost available near the travel assignment.
 - Use the Hotel Listing and confirm the state rate offered is the same as the published state rate, or
 - Use the contracted travel agency or sponsored online reservation system.
 - Include the travel agency invoice or confirmation number in the comment section of your travel reimbursement request.
- Provide all documentation when requesting reimbursement of lodging expenses.
 - Itemized receipts.

- Conference literature identifying the conference hotel and rate to support the expenditure.

Shared Room

- The employee requesting reimbursement for a shared room should indicate in the comment section the other employee's name that shared the room.
- The employee who did not pay for the room reimbursement should still indicate overnight travel on any other expenses for which they are requesting reimbursement and indicate the employee's name who paid for the room and sought reimbursement in the comment section.

No Cost Lodging Accommodations

- When requesting reimbursement for other travel expenses, the employee should indicate that lodging was furnished without charge and identify the entity providing the lodging in the comment section.
