

MICHIGAN COUNCIL FOR REHABILITATION SERVICES **TRAVEL REIMBURSEMENT GUIDELINES**

SIGMA Registration for Travel Reimbursement:

The State of Michigan requires a generation of a Vendor Number in SIGMA including bank information for direct deposits.

SIGMA Vendor Self Service Website:

<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>

The website offers User Guides to assist with the process. Additional questions may be submitted to the SIGMA Vendor Helpdesk:

Phone - 888-734-9749

Email - SIGMA-Vendor@michigan.gov

Accommodation Needs:

Accommodation requests including ADA reasonable accommodation and dietary needs may be submitted prior to scheduled meetings by emailing

MCRS@michigan.gov.

Prior approval is required **if seeking reimbursement** for an individual that is acting in a custodial capacity during travel/stay (i.e., Nurse, Personal Care Aide). If a member is needing this assistance email: MCRS@michigan.gov for approval and additional guidance.

Travel Reimbursement Tracking Responsibilities:

- Retain a clearly printed copy of all receipts including meal, parking, toll, hotel, etc. The following documentation is required on the receipts for reimbursement:
 - Date expense was incurred
 - Vendor name and city
 - Itemized purchases and amount

NOTES:

- *Credit/Debit card receipts that are not itemized are not acceptable. Be sure to obtain and submit itemized receipts.*
- *Mackinac Bridge receipts are no longer required.*
- Track travel times including the time you leave and arrive at *all* destinations.
- Provide agenda for conference/training/meeting.
- Retain itemized invoices for any unique expenditures (examples: driving services, personal care aides, nurse aides, etc.).

NOTE: A prior approved individual that is acting in a custodial capacity during travel/stay (i.e.: Nurse, Personal Care Aide) must retain separate receipt for meals and lodging.

Mileage Reimbursement:

- Include a printed mileage map (Google Maps, MapQuest) reflecting calculated mileage from your home address to destination.
- Documentation of all additional mileage during travel.
- Taxi, Uber, Lyft, etc. are reimbursable, with an itemized receipt.

Lodging:

- Reimbursement for the actual cost of lodging cannot exceed the applicable maximum published state rate plus taxes, fees, and surcharges **except** when approved in association with one of the following:
 - Lodging at the published state rate is unavailable and is booked through Conlin Travel using the contact information identified under resources. Reimbursement requests booked through Conlin Travel must be supported by confirmation from Conlin Travel with an itemized receipt.
 - Lodging may exceed the state rate if the lodging is at the same location as where the conference/training/meeting is being held.
- Incidentals may be reimbursed up to \$5.00 per day (i.e., maid tip)

Meals:

- Meals may be reimbursed if travel occurs within the following schedule:

Reimbursable Meal	Travel begins before	And travel extends past
Breakfast	6:00 a.m.	8:30 a.m.
Lunch	11:30 a.m.	2:00 p.m.
Dinner	5:30 p.m.	8:00 p.m.

Overnight travel examples with partial days:

Departure	Return	Eligible Meals
June 1, 9:00 a.m.	June 4, 8:00 p.m.	June 1 – Lunch & Dinner June 2 – Breakfast, Lunch & Dinner June 3 – Breakfast, Lunch & Dinner June 4 – Breakfast & Lunch
June 1, 3:00 p.m.	June 2, 10:30 a.m.	June 1 – Dinner June 2 – Breakfast
June 1, 11:30 a.m.	June 2, 2:30 p.m.	June 1 – Dinner June 2 – Breakfast & Lunch

- Reimbursement cannot exceed the maximum published state rate, including tax and gratuities.
- Personal expenses, including alcoholic beverages, are not reimbursable.

- Meals may not be reimbursed if pre-arranged meals occur as part of a group function/conference and is identified in the official program literature.

Flights:

- Air travel is arranged by Conlin Travel and the contact information is identified on the last page under resources.
- Reimbursement for one piece of personal luggage is allowed within standard weight limits.
Exception: Reimbursing baggage fees for business-related materials is allowed with a receipt and detailed explanation.

Travel Expense Voucher Submission Process:

The Travel Expense Voucher and all supporting documentation is required when submitting for MCRS travel reimbursement. *Reimbursement requests must be submitted within ten (10) days of incurring travel expenses.*

1. Complete all applicable fields to the best of your knowledge.
2. Electronic or written signatures are permissible.
3. The form and supporting documentation are sent to MCRS administrative support at MCRS@michigan.gov
4. MCRS administrative support will review and seek chair approval.
5. Once approved, MCRS administrative support will forward all documentation to the MRS fiscal unit.
6. The MRS fiscal unit will seek additional approval and forward to LEO Travel for final review and processing.

Resources:

State of Michigan Standard Travel Regulations:

[Standardized Travel Regulations Effective March 16 2021 725717 7.pdf \(michigan.gov\)](#)

Travel Rates:

[DTMB Travel Rates \(michigan.gov\)](#)

Conlin Travel:

Phone – **877-654-2179** Open Mon-Fri 8am-8pm ET.

Website - www.conlintravelhub.com/som.