

GRETCHEN WHITMER
GOVERNOR



STATE OF MICHIGAN
CIVIL SERVICE COMMISSION
LANSING

GAIL M. WILSON, ACTING CHAIR
DAVID A. BERRIDGE
NICK CIARAMITARO
JEFF STEFFEL
COMMISSIONERS
JOHN GNODTKE
STATE PERSONNEL DIRECTOR

December 1, 2025

Senator Sarah Anthony, Chair
Senate Appropriations Committee
Michigan State Senate
P.O. Box 30036
Lansing, MI 48909-7536

Representative Ann Bollin, Chair
House Appropriations Committee
House of Representatives
P.O. Box 30014
Lansing, MI 48909-7514

Dear Senator Anthony and Representative Bollin:

Enclosed, please find the Civil Service Commission Out-of-State Travel Report for fiscal year 2025.

This report is provided in accordance with Section 207 of Public Act Number 121 of 2024.

Sincerely,

A handwritten signature in black ink, appearing to read "Amy Pung".

Amy Pung
Financial and Administrative Services

cc: Senator John Cherry, Chair, Appropriations Subcommittee on General Government
Representative Tom Kuhn, Chair, Appropriations Subcommittee on General Government
Kathryn Summers, Director, Senate Fiscal Agency
Mary Ann Cleary, Director, House Fiscal Agency
Jen Flood, State Budget Director, State Budget Office
Elizabeth Raczkowski, Fiscal Analyst, Senate Fiscal Agency
Mike Clossen, Fiscal Analyst, House Fiscal Agency

**Civil Service Commission
Out-of-State Travel Report
Fiscal Year 2025**

Travel Dates		Employee Name	Destination	Purpose for Travel	Auth. Code	Source of Funds			Total Cost
Begin	End					GF/GP	Restricted	Federal	
10/1/2024	10/3/2024	Brandi Witgen	Las Vegas, NV	Attended NEOGOV conference	E		\$ 1,407.75		\$ 1,407.75
10/28/2024	10/30/2024	Susan Wilmore	Dallas, TX	Attended Infor Industry Council for Public Sector meeting	E		\$ 739.64		\$ 739.64
1/23/2025	1/26/2025	Jonathan Patterson	Washington, DC	Attended National Association of State Personnel Executives (NASPE) mid-year conference	E	\$ 1,213.16			\$ 1,213.16
4/28/2025	5/1/2025	Rebecca Guyski	St. Louis, MO	Attended State and Local Government Benefits Association (SALGBA) conference	E		\$ 1,059.78		\$ 1,059.78
4/28/2025	5/1/2025	Keri Rust	St. Louis, MO	Attended State and Local Government Benefits Association (SALGBA) conference	E		\$ 1,049.91		\$ 1,049.91
5/19/2025	5/22/2025	Mallory Gruhn	Dallas, TX	Attended Infor Connect conference	E		\$ 1,277.42		\$ 1,277.42
5/19/2025	5/22/2025	Holly Hibbard	Dallas, TX	Attended Infor Connect conference	E		\$ 1,757.58		\$ 1,757.58
5/19/2025	5/22/2025	Quinton Vance	Dallas, TX	Attended Infor Connect conference	E		\$ 1,464.32		\$ 1,464.32
5/19/2025	5/22/2025	Susan Wilmore	Dallas, TX	Attended Infor Connect conference	E		\$ 1,670.76		\$ 1,670.76
5/19/2025	5/22/2025	Michael Winters	Dallas, TX	Attended Infor Connect conference	E		\$ 1,560.77		\$ 1,560.77
7/12/2025	7/16/2025	Jonathan Patterson	Louisville, KY	Attended National Association of State Personnel Executives (NASPE) annual conference. NASPE paid for lodging and transportation costs.	E	\$ 38.75			\$ 38.75
9/7/2025	9/9/2025	Jonathan Patterson	Burlington, VT	Attended National Association of State Personnel Executives (NASPE) executive committee strategic planning conference	E	\$ 1,349.30			\$ 1,349.30
							Total Out-of-State Travel		\$ 14,589.14
							Total In-State Travel		\$ 27,386.51

Authorization Codes

- (A) Required by legal mandate or court order or for law enforcement purposes.
- (B) Necessary to protect the health or safety of Michigan citizens or visitors or to assist other states in similar circumstances.
- (C) Necessary to produce budgetary savings or to increase state revenues, including protecting existing federal funds or securing additional federal funds.
- (D) Necessary to comply with federal requirements.
- (E) Necessary to secure specialized training for staff that is not available within this state or cannot be brought to, or performed in, Michigan at a lesser cost.
- (F) Financed entirely by federal or non-state funds.
- (G) Other.

Guidelines

This report identifies out-of-state travel of classified and unclassified employees occurring in the preceding fiscal year and financed from appropriated funds and internal service funds.

The report is organized according to the date sequence of travel occurrences. Travel occurrences with travel begin dates in October will be listed first; travel dates occurring in September will be listed last.

The brief statement of the reason for the travel should justify the travel and its importance to the state.

List the Authorization Code that relates to the reason the travel was allowed. See the A through G listing at the bottom of the report.

The cost for each travel occurrence must include the cost of lodging, meals, airfare, train, or other mode of transportation used for out-of-state travel.

The report is submitted to the chairs and members of the Senate and House Appropriation Committees, to the Senate and House fiscal agencies, and to the State Budget Director.

Due date: not later than January 1st