



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

MAURA D. CORRIGAN
DIRECTOR

April 3, 2014

Re: State government rate for hotel lodging for DHS-child welfare training

Dear Hotel Representative:

The person reserving hotel lodging at your venue works for a State of Michigan contracted agency. As part of the agency's contract, the agency is required to send staff to numerous trainings and meeting events around the state. While the person's purchases do not qualify for state tax exemption, they should qualify for state government hotel rates.

To qualify for the state government hotel rate, the requestor should be able to present to you a confirmation letter for his or her attendance at the required training or meeting. The confirmation letter will be an email memo from the Department of Human Services, Office of Human Resources, and will reflect the date(s) of the training or meeting that encompass the dates for the requested overnight lodging.

If you have any questions, please contact Ruth Barnhill, at (517) 887-9444. Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Stacie M. Gibson".

Stacie Gibson, Director
Office of Workforce Development & Training
Department of Human Services
5303 S. Cedar Street, P.O. Box 30088
Lansing, Michigan 48911