



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

MAURA D. CORRIGAN
DIRECTOR

May 1, 2014

Re: Travel Exception Request Required

Dear Private Agency Director:

The Department of Human Services (DHS), Child Welfare Training Institute (CWTI) is sending this letter to serve as a reminder of the requirement for submitting a travel exception request when seeking reimbursement for weekend (Friday and Saturday) or holiday overnight lodging when attending the following CWTI training:

- Pre-service (Foster Care and Adoption)
- Program Specific Transfer Training (PSTT)
- Supervisor 40 hour training
- PRIDE

The travel exception request is the submission of a cost benefit analysis reflecting how the weekend/holiday overnight will save the State money. Some information that will be helpful in preparing the analysis would include:

- Name of person(s) staying overnight
- Travel locations (to and from)
- Mileage expenses
- Meals expenses
- Requested exception days
- Lodging expenses
- Other expenses (i.e. parking, bridge fee, etc.)

Please know that salaries, including overtime pay should not be included in the breakdown of the cost benefit analysis, as CWTI does not reimburse salaries.

Please submit the travel exception request, cost benefit analysis to Ruth Barnhill via email at BarnhillR@michigan.gov. Travel exception requests must be submitted before the requested weekend/holiday lodging in order to be considered for approval.

I have also attached to this memo the Private Agency Travel Guide to aid with completing any other necessary reimbursement forms and detailing requirements for supporting documentation.

To avoid delays with reimbursement, please review the guide thoroughly. Before submitting to CWTI, please audit the completed reimbursement forms and documentations for accuracy. When submitting, please mail to DHS/CWTI, Private Agency Vouchers, 5303 S. Cedar Street, P.O. Box 30088, Lansing, Michigan 48911.

If you have any questions about the process for seeking reimbursement or travel exception request, feel free to contact Ruth Barnhill either by email at BarnhillR@michigan.gov or phone at (517)887-9444.

Respectfully,

Stacie Gibson, Director
Office of Workforce Development & Training
Department of Human Services
State of Michigan

Attachments