



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
LANSING

MAURA D. CORRIGAN
DIRECTOR

May 1, 2014

Re: Travel Exception Request Required

Dear DHS 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/holiday overnight lodging when attending the following CWTI Pre-service (CPS, Foster Care and Adoption) training.

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 will include:

- Name of person(s) staying overnight
- Travel locations (to and from)
- Mileage expenses
- Meals expenses
- Requested exception days
- Lodging expenses
- Other extra expenses

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.

Attached to this letter is the Travel Packet that is provided by OHR to each new hire. This information will aid with understanding other training travel requirements. Travel reimbursement for mileage and meal (not including direct bill lodging), must be mail to Travel Unit, Grand Tower Building, Suite 1015, P.O. Box 30037, Lansing, Michigan 48909.

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