



## MICHIGAN VETERANS' FACILITY AUTHORITY

### General: Travel Regulations

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#### PURPOSE

This document has been prepared for use by the MVFA and is intended for internal use only. The purpose of this policy is to establish travel regulations for members of the Michigan Veterans' Facility Authority ("MVFA") Board of Directors ("Board").

#### SCOPE

All persons serving as members of the MVFA Board and MVH staff acting in the interest of the MVFA shall perform their duties in a manner that is consistent with this policy and other Michigan statutes which may apply to that individual.

#### DEFINITIONS

None

#### STANDARDS

1. State of Michigan Administrative Guide to State Government, Section 0420: Travel
2. State of Michigan Standardized Travel Regulations, Issued by Civil Service Commission and the Department of Technology, Management & Budget

#### GUIDELINES

1. Responsibility. All persons authorized to travel at state expense on official business are expected to incur expenses prudently in accordance with the State of Michigan Standardized Travel Regulations.
2. Authorized Travel.
  - a. In-state travel to and from board meetings and scheduled board events does not require prior authorization to be eligible for reimbursement.
  - b. All other in-state travel and out-of-state travel will require prior authorization by the MVFA Board Chair and the Executive Director of the Michigan Veteran Homes.
3. Reimbursement Rates. All reimbursement rates will be aligned with the State of Michigan authorized travel reimbursement rates unless otherwise expressly approved by the Department of Technology, Management & Budget, as required under the State of Michigan Standardized Travel Regulations.
4. Transportation. All travel must be planned to use the most practical cost-effective means. Travelers incurring expenses based on personal preference are responsible for paying any additional costs.



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- a. Air Transportation.
    - Reimbursement for transportation by commercial airline is permitted. Air travel should be secured at the lowest available airfare considering both total cost and time.
    - Travel by state-owned aircraft is permitted if it is in the state's best interest.
    - Reimbursement of the baggage fee for one piece of personal luggage is permitted. Reimbursement for overweight or additional bag fees is not.
  - b. Rail and Ferry Transportation. Reimbursement for transportation by commercial rail travel and ferry is permitted.
  - c. Ground Transportation. Reimbursement for the cost of ground transportation to and from point of origin (home, lodging, etc.) to transportation terminal (airport, trains station etc.) is permitted.
    - Travelers should use the most cost-effective option considering total costs, including traveler time, mileage, parking, and tolls.
    - Receipts are required for cash fares claimed as reimbursable for taxis, shuttles, ferries, buses, and other forms of public transportation.
  - d. Vehicle Travel by Privately-Owned Vehicle. Reimbursement for travel by privately-owned vehicle is permitted and will be reimbursed at the State of Michigan approved rate/mile. Reimbursement for using a privately-owned vehicle for state business is based on actual miles traveled.
    - Reimbursement Calculation. Reimbursement will be calculated based from point of origin (typically the board member's official home, place of work) to location of the meeting.
    - Vicinity Mileage. Reimbursement for vicinity mileage is permitted for necessary travel associated with attendance of the meeting or event.
    - Miscellaneous Vehicle Expenses. Reimbursement for parking and road tolls is permitted. Receipts shall be submitted whenever available.
  - e. Travel by Rental Vehicle. Reimbursement for travel by rental vehicle is permitted but requires prior authorization by the MVFA Board Chair and the MVH Executive Director.
5. Meals & Lodging. Reimbursement for meals and lodging are permitted at State of Michigan authorized travel reimbursement rates.
- a. Meals. Board members are eligible for reimbursement of actual meal costs up to the applicable maximum published state rates in effect.



# MICHIGAN VETERAN HOMES

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- b. Lodging. Reimbursement for the actual cost of lodging cannot exceed the applicable maximum published state rates except when:
  - Booking conference lodging supported by program literature and a receipt.
  - Lodging at the published state rate is unavailable and cost is supported by a receipt.
6. Registration Fees. Reimbursement for registration fees for conventions or meetings of associations or organizations are reimbursable with a receipt and copy of the conference agenda with prior authorization from the MVFA Board Chair and the MVH Executive Director.
7. Expense Documentation. Receipts Required for:
  - a. Air, rail, ferry, and ground transportation.
  - b. Lodging
  - c. Meals
  - d. Rental Car
  - e. Parking charges when receipt available

### PROCEDURES

1. Requests for Reimbursement for Expenses. To request reimbursement for an allowable expense, the requestor will complete the form designated as a Michigan Veteran Homes Expense Voucher. All reimbursement requests will conform to the rules and regulations stated above.
2. Requests for reimbursement should be submitted within 90 days of the date the expense was incurred.
3. Approval and Payment of Reimbursement Requests. The MVH expense voucher will be approved and paid by MVH staff with any questionable items of expense withheld for discussion and approval by the Chairman and Secretary of the MVFA Board at the next meeting. The Chairman's special travel requests shall be approved by Executive Director of the Michigan Veteran Homes.

### IMPLEMENTATION

None

### REFERENCES

For travel regulations and official travel reimbursement rates, refer to the [Standardized Travel Regulations](#).



# MICHIGAN VETERAN HOMES

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### Michigan Veterans Facility Authority Board Member's Certification of Agreement

This policy, "MVFA-GEN 010- Travel Regulations", was adopted by the MVFA Board of Directors on November 16, 2021, at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

Month/Year	2022	2023	2024	2025	2026	2027
Reviewed	09/20/2022		3/19/2024			