



TRAVEL REGULATIONS

SECTION
MVFA-GEN

POLICY #
010

MICHIGAN VETERANS FACILITY AUTHORITY General

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

State of Michigan Administrative Guide to State Government, Section 0420: Travel

State of Michigan Standardized Travel Regulations, Issued by Civil Service Commission and the Department of Technology, Management and 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 Michigan Veteran Homes.
3. **Reimbursement Rates** – Appointees who are not members of the classified state civil service (i.e. Board Members) are exempt from the Standardized Travel Regulations for monetary limits only when supported by receipts and are allowed actual and necessary expenses as certified by the traveler and approved by their authorized agent.
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.
 - a. Air Transportation
 - i. Reimbursement for transportation by commercial airline is permitted. Air travel should be secured at the lowest available airfare considering both total cost and time.
 - ii. Travel by state-owned aircraft is permitted if it is in the state's best interest.
 - iii. 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 reasonable cost of ground transportation to and from point of origin (home, lodging, etc.) to transportation terminal (airport, train station, etc.) is permitted.
 - i. Travelers should use the most cost-effective option considering total costs, including traveler time, mileage, parking, and tolls.
 - ii. 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.
 - i. 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.
 - ii. Vicinity Mileage – Reimbursement for vicinity mileage is permitted for necessary travel associated with attendance of the meeting or event.
 - iii. Miscellaneous Vehicle Expenses – Reimbursement for parking and road tolls is permitted. Receipts shall be submitted whenever available.
5. **Meals & Lodging** – Reimbursement for reasonable meals and lodging are permitted.
- a. Meals – Board members are eligible for reimbursement of reasonable actual meal costs with a receipt, as long as the expense was incurred at least 50 miles from the member’s home.
 - b. Lodging – Reimbursement for the actual cost of lodging should not exceed the applicable maximum published state rates except when:
 - i. booking conference lodging supported by program literature and a receipt, and/or
 - ii. 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. bridges, except for the Mackinac Bridge, and/or
 - f. parking charges when receipt available.

PROCEDURES

1. Requests for Reimbursement for Expenses: To request reimbursement for an allowable expense, the requester will complete the most current state reimbursement form (Non-Employee Expense Report Form). All reimbursement requests will conform to the rules and regulations stated above. All board members must register as a customer/vendor in the State of Michigan’s accounting system: SIGMA.
2. Requests for reimbursement should be submitted within 60 days of the date the expense was incurred and no later than September 30 for the fiscal year.
3. Approval and Payment of Reimbursement Requests - The state reimbursement form will be approved and paid by MVH staff with any questionable items of expense withheld for discussion and approval by the 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.



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IMPLEMENTATION

None

REFERENCES

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

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.

POLICY DATE: 11/16/21

POLICY REVISION DATE: 1/20/2026

ANNUAL REVIEW

YEAR	2022	2023	2024	2025	2026	2027	2028	2029
Review Date:	9/20/22		3/19/24	3/18/25	1/20/26			