
EFFECTIVE

September 1, 2016.

Subject(s)**APA-230, Travel and Employee Expense Reimbursement.****Official Workstation**

The Official Work Station (OWS) is the city and county surrounding the employee's work address (including **home office locations**) as **designated by the Human Resources Management Network (HRMN) location code** or as otherwise indicated below.

Dual/Tri County Employees

The workstation is the city and county in which the employee's official workstation is located.

Receipts

Itemized, unaltered receipts **are required** for all lodging, meal, and non-metered parking reimbursements unless otherwise indicated by union contract. Meal receipts may either be submitted with the reimbursement request or be retained by the employee until requested by accounting for random audit purposes. Credit card receipts are not acceptable as they do not itemize costs.

Itemized meal receipts must be submitted for reimbursement unless otherwise indicated per union contract.

If the employee's union contract allows, meal receipts may be retained by the employee but must be submitted to MDHHS Bureau of Finance upon request for audit purposes. Failure to provide the requested meal receipt(s) will result in the meal reimbursement being disallowed.

Commuting vs. Staying Overnight

When the business need is a one-day event, overnight stays within 100 miles of the employee's home or workstation, whichever is less, are not reimbursable.

When a work assignment to the field will require more than one consecutive day's effort, an overnight stay is reimbursable for destinations 60 or more miles away from either the employee's home or workstation (whichever is less) only for the consecutive

night(s) during the business need. The nights prior to the business starting and after the business has been completed are not approved for overnight reimbursement under 100 miles from either the employee's home or workstation (whichever is less).

The decision to commute or stay overnight is left to the traveling employee's supervisor. All hotel, meals, and mileage expenses, should be considered as part of the basis for the decision in order to ensure the most efficient method of travel.

Group Meetings

Group meal rates are reimbursable only under certain conditions.

Point-to-Point Mileage:

As required in the [Standardized Travel Regulations](#), the point-to-point mileage claimed must be in agreement with the current State of Michigan highway map, or the common miles for the point to point cities as listed in the MI Time & Expense System.

Out-Of-State Travel

To travel between an airport, hotel, and meeting locations(s), employees are to use shuttle transportation when available. Taxi cabs can be used if a shuttle is not available.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APA 230](#)