

Quick Guide for Travel

Traveler Information, Travel Policies, Reimbursement Forms, and other related information can be found [here](#).

LSSU vehicles can be reserved via the Motor Pool (complete the [Vehicle Request Form](#)).

Travel Reimbursement Requests must be submitted within 30 days after the travel is completed.

Things to keep in mind:

- ✓ Pre-approval is required
- ✓ The purpose, destination, and departure/return times are required
- ✓ Detailed receipts are required, except when claiming per diem
- ✓ Submit reimbursement requests within 30 days
- ✓ No receipts are needed for the Mackinac or International Bridges and metered parking

Vehicle Usage

Mileage for personal vehicle usage is currently reimbursed at the IRS-standard rate of \$0.56 per mile.

Common Travel Destinations:

City	One Way	Round Trip	Per Diem
Alpena	152	304	13, 14, 23
Ann Arbor	330	660	14, 16, 26
Big Rapids	222	444	13, 14, 23
Detroit	339	678	13, 15, 23
Escanaba	175	350	13, 14, 23
Flint	279	558	13, 14, 23
Grand Rapids	278	556	14, 16, 26
Houghton	264	528	13, 14, 23
Kalamazoo	328	656	13, 15, 23
Lansing	282	564	13, 15, 23
Marquette	165	330	13, 14, 23
Petoskey	94	188	13, 15, 23
Traverse City	169	338	16, 17, 28

Lodging:

The University will reimburse lodging expenses for:

- round-trips of 250 miles or more;
- overnight stays required as part of an approved University business-related event; or
- as permitted for faculty teaching at regional centers.

Employees are required to obtain the most economical lodging available and the amount of the reimbursement shall not exceed a single room rate. All University employees traveling on University business must request the "State of Michigan" or "Government" rate when making hotel reservations and confirm the rate upon check-in. University employees must also present a tax-exempt certificate or tax-exempt P-Card upon check-in when staying in Michigan.

Meals:

Whenever meals are served at meetings, conferences, or on planes, the traveler shall not be entitled to any meal allowance for those particular meals. In accordance with IRS regulations, any meals reimbursed that do not include an overnight stay will be taxable to the employee. The value of the meal will be added to the next payroll cycle for that employee and appropriate taxes withheld. Even if a traveler leaves one day and returns after midnight of the next day, same-day travel status applies unless the traveler has incurred overnight lodging.

Per Diem Rate:

Meal	Amount	Leave Before	Return After
Breakfast	\$13.00	6:00am	10:00am
Lunch	\$14.00	10:00am	2:00pm
Dinner	\$23.00	4:00pm	8:00pm

Check <http://www.gsa.gov/portal/content/104877> for rates in larger cities.

Account Codes: In State: 7101; Out of State: 7102