DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
FY 2026 – Effective October 1, 2025

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$98.00	
Breakfast	$14.00	$17.00
Lunch	$16.00	$19.00
Dinner	$31.00	$34.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	$98.00	
Breakfast	$12.00	$15.00
Lunch	$14.00	$17.00
Dinner	$27.00	$30.00

Lodging	$66.00
Breakfast	$12.00
Lunch	$14.00
Dinner	$27.00
Per Diem Total	**$119.00**

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact FROSCH Travel	
Breakfast	$22.00	$25.00
Lunch	$23.00	$26.00
Dinner	$36.00	$39.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact FROSCH Travel	
Breakfast	$16.00	$19.00
Lunch	$19.00	$22.00
Dinner	$28.00	$31.00

Lodging	$66.00
Breakfast	$16.00
Lunch	$19.00
Dinner	$28.00
Per Diem Total	**$129.00**

Incidental Costs Per Night: $5.00

Mileage Rates	**Current**
Premium Rate	$0.70 per mile
Standard Rate	$0.47 per mile

Reimbursable Meal	Travel Begins Before	Travel Extends Past
Breakfast	6:00 a.m.	8:30 a.m.
Lunch	11:30 a.m.	2:00 p.m.
Dinner	5:30 p.m.	8:00 p.m.

* See Select Cities Listing
** Lodging available at State rate, or call FROSCH Travel at 877-654-2179 or www.concursolutions.com

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2025

Michigan Select Cities/Counties		
	CITIES	**COUNTIES**
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	**CITIES**	**COUNTIES**
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Antioch, Arcata, Barstow, Belmont, Concord, Eureka, Foster City, Fresno, Gualala, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Napa, Novato, Oakland, Ontairio, Palm Springs, Palo Alto, Point Arena, Sacramento, San Diego, San Francisco, San Jose, San Luis Obispo, San Mateo, San Rafael, Santa Barbara, Santa Cruz, Santa Monica, Santa Rosa, South Lake Tahoe, Sunnyvale, Tahoe City, Truckee, Victorville, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Aurora, Breckenridge, Colorado Springs, Crested Butte, Denver, Grand Lake, Gunnison, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury, Groton, New London	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, De Funiak Springs, Delray Beach, Ft Lauderdale, Fort Walton Beach, Jupiter, Key West, Miami, Sarasota	
Georgia	Atlanta, Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Boise	
Illinois	Chicago, East St. Louis, Fairview Heights, O'Fallon	Cook, Lake
Kentucky	Kenton	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Columbia	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Falmouth, Hyannis, Martha's Vineyard, Nantucket, Pittsfield, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	
Missouri	St. Louis	
Nevada	Las Vegas	
New Jersey	Eatontown, Freehold, Newark, Princeton, Trenton	
New York	Albany, Floral Park, Garden City, Glens Falls, Great Neck, Kingston, Lake Placid, Melville, New Rochelle, New York City, Riverhead, Ronkonkoma, Tarrytown, White Plains	Bronx, Kings, Queens, Richmond, Suffolk
Ohio	Cincinnati	
Oregan	Bend, Lincoln City, Portland, Seaside	
Pennsylvania	Philadelphia	
Puerto Rico	All locations	
South Carolina	Charleston	
Tennessee	Brentwood, Franklin, Nashville	
Utah	Moab, Park City	
Vermont	Burlington, Manchester, Stowe, White River Junction	
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Everett, Lynnwood, Ocean Shores, Pasco, Port Angeles, Port Townsend, Richland, Seattle, Spokane, Tacoma, Vancouver	
Wyoming	Jackson, Pinedale	

TRAVEL RATES EFFECTIVE OCT. 1, 2022

IN-STATE

Meals and Lodging

Lodging (Actual supported by receipts)	$85.00
Breakfast	9.75
Lunch	9.75
Dinner	22.00

Per Diem

Total Per Diem	$92.50
Lodging	51.00
Breakfast	9.75
Lunch	9.75
Dinner	22.00

MICHIGAN SELECT CITIES

- Ann Arbor
- Beaver Island
- Detroit and all of Wayne County
- All of Oakland County
- Grand Rapids
- Holland/South Haven
- Leland
- Mackinac Island
- Petoskey
- Pontiac/Auburn Hills
- Traverse City
- All of Grand Traverse County

Meals and Lodging

Lodging (Actual supported by receipts)	$85.00
Breakfast	11.75
Lunch	11.75
Dinner	28.00

OUT-OF-STATE

Meals and Lodging

Lodging (Actual supported by receipts) - Contact Conlin Travel for rates

Breakfast	$ 11.75
Lunch	11.75
Dinner	27.00

Per Diem

Total Per Diem	$101.50
Lodging	51.00
Breakfast	11.75
Lunch	11.75
Dinner	27.00

OUT-OF-STATE SELECT CITIES

Meals and Lodging

Lodging (Actual supported by receipts) - Contact Conlin Travel for rates

Breakfast	$15.00
Lunch	15.00
Dinner	29.00

MILEAGE RATES:

Standard rate per mile (effective Oct. 1, 2022)	$0.440
Premium rate per mile (effective July 1, 2022)	0.625

**Use the standard mileage rate if there was a state vehicle available for your use and you chose to drive your personal vehicle. You may use the premium mileage rate if there was not a state vehicle available for your use. Be sure to note it on your reimbursement request.*

INCIDENTAL COSTS

Tips for overnight lodging (per day).....$5.00

(Fees and tips given to porters, baggage carriers, bellhops, housekeeping, laundry, cleaning, and pressing clothing. May not be used for meal tips.)

TRAVEL UNIT STAFF

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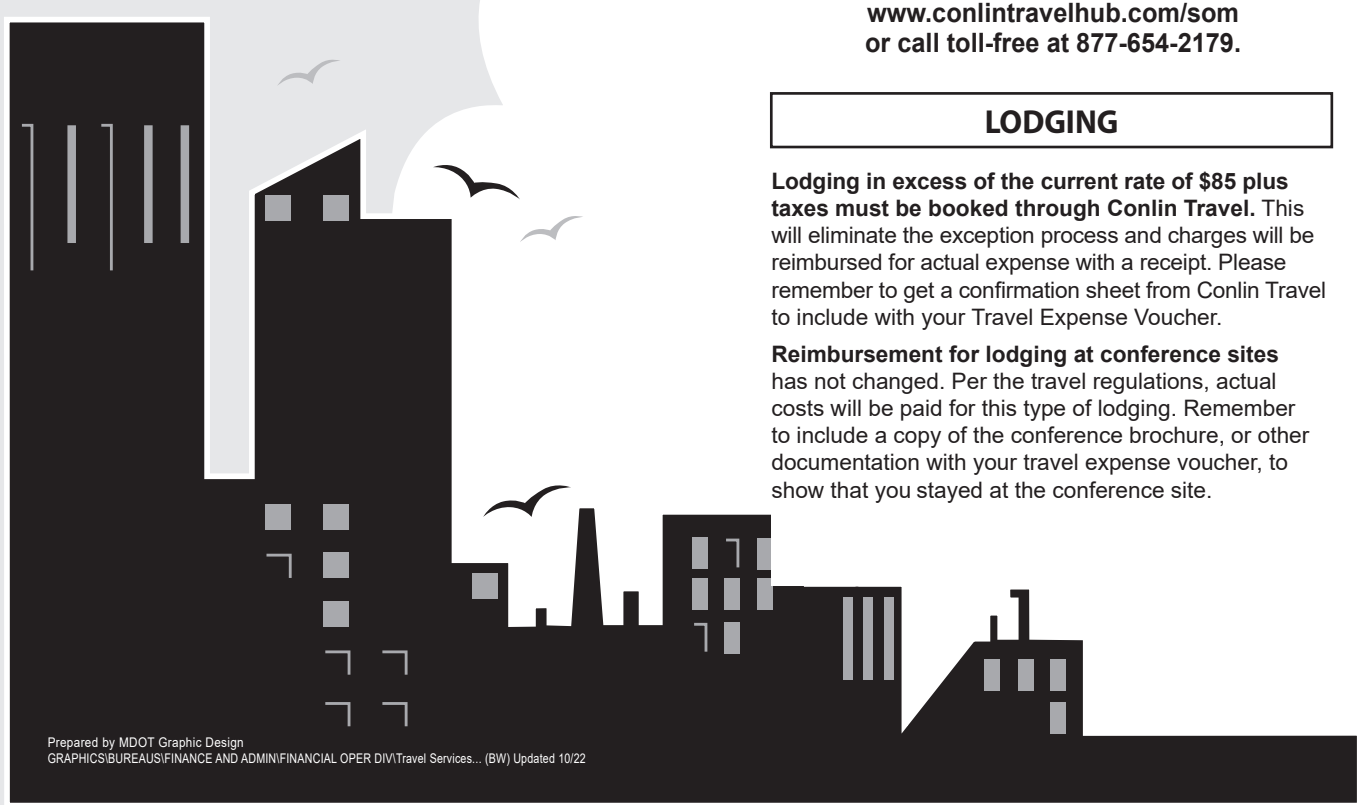

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MDOT
Michigan Department of Transportation

TRAVEL REFERENCE CARD

Beginning October 1, 2022

TRAVEL BY AIR OR TRAIN

If traveling by commercial carrier, you **MUST** make your reservations through Conlin Travel.

CONLIN/FROSCH TRAVEL
Make reservations online at:
www.conlintravelhub.com/som
or call toll-free at 877-654-2179.

LODGING

Lodging in excess of the current rate of $85 plus taxes must be booked through Conlin Travel. This will eliminate the exception process and charges will be reimbursed for actual expense with a receipt. Please remember to get a confirmation sheet from Conlin Travel to include with your Travel Expense Voucher.

Reimbursement for lodging at conference sites has not changed. Per the travel regulations, actual costs will be paid for this type of lodging. Remember to include a copy of the conference brochure, or other documentation with your travel expense voucher, to show that you stayed at the conference site.

MEALS

To qualify for meal reimbursement, you must be working more than 25 miles from your home and official work station.

Individual meal allowance for office and Schedule I Field employees in travel status will be based on the following schedule: **NOTE: Edits exist in system to determine whether the departure and return times meet the Statewide Travel Regulation Guidelines for the meal type.**

Tips must be customary and reasonable and cannot exceed 20 percent of the meal cost. The meal total (tip and meal cost combined) cannot exceed the maximum published rate per meal.

Breakfast: Travel commences **prior** to 6 a.m. (06:00) and extends **beyond** 8:30 a.m. (08:30).

Lunch: Travel commences **prior** to 11:30 a.m. (11:30) and extends **beyond** 2 p.m. (14:00).

Dinner: Travel commences **prior** to 5:30 p.m. (17:30) and extends **beyond** 8:00 p.m. (20:00).

Midnight Lunch: At lunch rate, if work extends beyond midnight (24:00).

**** Taxability and Select City are determined by SIGMA.**

You must answer **Yes/No** in the **"Overnight"** field, then choose meal type, such as "lunch."

**** Day trip meals are taxable; overnight trip meals are non-taxable.**

Information in this reference card also may be found on MDOT Travel Home Page at:

http://stateofmichigan.sharepoint.com/teams/insidemdot/work/Pages/travel.aspx

Employee Resources

Travel Rates and Reimbursement

Travel Reimbursement Reference Card

Other information available at this site includes State Travel Regulations, Policies.

MILEAGE

Standard Mileage Rate – The reimbursable amount per mile for use of private vehicle, in lieu of an available state vehicle.

Premium Mileage Rate – The reimbursable amount per mile for use of an approved private vehicle when no state vehicle is available. If eligible for the premium mileage rate, you must state **"No state vehicle available"** in the comment area of your voucher.

Regulation Miles (REG) – Map-measured miles by the most direct route using reasonable improved and maintained roads and opened to through-traffic.

Vicinity Miles (VIC) – Miles driven at the general location of the work site, necessary for conduct of official business including to and from motels.

When Mileage Commences/Ends at Home – Where assignments start and/or terminate at the employee's home, reimbursement will be based from the home to the field assignment and return, but the mileage charge **cannot** exceed mileage had the assignment started and terminated at the employee's official work station.

Mileage is taxable when driving to or from a "permanent work location" when beginning or ending at your home.

LODGING

To qualify for lodging reimbursement, you must be working more than 25 miles from your home and official work station.

Lodging at a Conference Hotel – If you will be staying at a hotel that is hosting the conference you are attending, whether in-state or out-of-state, it is not necessary to book through Conlin Travel. You must attach conference literature which lists the Conference Hotel when you submit your voucher.

Out-of-State Lodging at Non-Conference Hotel – Should be booked through Conlin Travel prior to trip.

In-State Lodging at Non-Conference Hotel – If lodging rate exceeds the state rate (currently $85 plus taxes per night), to be fully reimbursed you must book through Conlin Travel.

SUBMITTING YOUR VOUCHER

Use the MILogin portal to access the SIGMA Employee Self-Service application to submit travel expenses electronically.

Enter your reimbursable expenses:

1. Expenses should be submitted at the end of each pay period.
2. Once in SIGMA Employee Self-Service, click on the Travel and Expense tab at the top of the page.
3. Click on "Create New Expense Report" (left side, mid-page).
4. For items other than travel (i.e., safety boots, CDL license, etc.) select "No Travel" from the Travel Type drop-down and use a stand-alone voucher.
5. General Information Tab-Enter Trip Name, Purpose of Trip, Travel Start/End Date and Travel Type (In-State, Out-of-State, No Travel). If traveling to more than one location check the "Multi-Segment Trip" Box. If overnight travel then check the "Overnight at a Temporary Work Location" box, then click "save".
6. Trip Detail Tab - Select "Out of Pocket" from the Expense Payment Method drop-down. Enter the Transaction Date, Start Date, End Date, Select Expense Type from the drop-down menu and dollar amount (up to max allowed for meals,) under Actual Expenses. For meals, you must enter a start time and end time (in military time) so the system knows if you are eligible for the meal you are claiming.
7. When all Trip Detail lines are entered, go to the General Information Tab and click the "Generate Accounting Lines" button to have your default accounting auto-populate for each line entered. Go to the Accounting Tab for each line item entered to enter Location, Program, etc. coding, if applicable.
8. When finished, scan all required receipts, save them to your desktop and attach them to the voucher by clicking on the browse link next to the "Attach a Quote" paperclip. Once you have confirmed the receipts are attached, click the "Submit Report" button on the General Information tab.
9. Out-of-State Travel – Include all expenses associated with your trip (including mileage to/from airport) on a stand-alone voucher. Select "Out-of-State" on the General Information tab.

Voucher Approval and Payment:

1. After reviewed and approved by your supervisor, Travel Audit staff will review and approve your voucher.
2. Your reimbursement will be included in your paycheck.