



STATE OF MICHIGAN
MICHIGAN VETERANS AFFAIRS AGENCY
LANSING

GRETCHEN WHITMER
GOVERNOR

BRIAN L. LOVE
DIRECTOR

January 29, 2024

Ramon Baca, Elizabeth Young
Livingston County
1420 Lawson Drive
Howell, MI 48843

Dear Ramon and Elizabeth:

Livingston County has been approved to receive reimbursement from the Michigan Veterans Affairs Agency for FY24 training. Lodging for the night prior to training is only authorized for those who must travel over two hours to the training location. Travel time will be verified using MapQuest.

The final amount of the award cannot exceed \$1,737.09 and will be determined by actual receipts after the completion of training. Once your Travel and Expense Reimbursement Form is received and approved, payment will be issued by EFT directly to the county.

The following information needs to be submitted to the Michigan Veterans Affairs Agency by Friday, May 3, 2024:

- Completed Travel and Expense Reimbursement Form (Attachment D)
- Registration invoice and payment verification
- MapQuest verified mileage
- Lodging, parking, toll, and meal receipts

If you have any questions, please contact me at 906-235-1211 or by email at zdunekj@michigan.gov.

Sincerely,

Jason Zdunek
Training Accountability Analyst
Michigan Veterans Affairs Agency

**Michigan Veterans Affairs Agency
County Training Reimbursement Program Application**

Date of Application: 01/24/2024 County Applying: Livingston

County VA Director: Ramon Baca SIGMA Vendor Code: _____

Email Address: rbaca@livgov.com Phone Number: 517-552-6902

Office Address: 1420 Lawson Drive Howell, MI 48843

Names of County Counselors Requesting Training: Jason Gutierrez, Melissa Hinkley
Kelly Johnson

Title/Description of Training: MACVC Spring Conference

Training Location: Frankenmuth, MI Training Dates: April 16-19th, 2024

Estimated Training Costs:

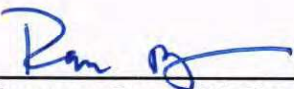
Registration \$ 300.00 Lodging \$ 765.00

Mileage \$ 269.34 Meals \$ 402.75

Parking \$ 0.00 Tolls \$ 0.00

Total Amount Requested \$ 1,737.09

Additional information: _____



Signature, County VA Director

Ramon Baca

Printed Name

01/24/2024

Date



Signature, County Authorized Official

Signature, County Authorized Official

1/29/2024

Date

Nathan Burd - County Administrator

Printed Name

Applications must be received 60 days prior to training



Michigan Veterans Affairs Agency

FY24 COUNTY TRAINING REIMBURSEMENT PROGRAM

DESCRIPTION

The Michigan Veterans Affairs Agency (MVAA) is providing training reimbursement to ensure county counselors receive the required annual Continuing Education Units (CEU's) on veteran's benefits, laws, and procedures.

PROGRAM DETAILS

Reimbursement Application Instructions – Attachment A

State of Michigan Travel Rates – Attachment B

MVAA County Training Reimbursement Application – Attachment C

MVAA Travel and Expense Reimbursement Form – Attachment D

Example of a Correctly Completed Reimbursement Form – Attachment E

Updated as of January 19, 2024

Application Instructions for the Michigan Veteran Affairs Agency County Training Reimbursement Program

General:

The Michigan Veterans Affairs Agency (MVAA) is providing a one-time training reimbursement to ensure county counselors receive the required annual Continuing Education Units (CEU's) on veteran's benefits, laws, and procedures.

Funds will be used to reimburse the county for training costs associated with county counselors attending training in Michigan. The training must meet the minimum requirements of the USDVA's Office of the General Counsel.

Application Process and Deadlines:

Applications will be accepted for consideration starting January 1, 2024. Complete the MVAA County Training Reimbursement Application (Attachment C) and submit with a copy of the training agenda. Applications should be submitted as soon as possible but no later than 60 days prior to attending the training event. Applications will not be accepted after August 1, 2024.

The Reimbursement Application and any supporting documentation should be scanned and submitted via email to Jason Zdunek at zdunekj@michigan.gov. If your application is approved, you will receive an approval letter within ten business days.

Reimbursable Expenses:

All expenses are subject to the limits set forth in the State of Michigan [Standardized Travel Regulations](#) and department policy.

- Lodging:
 - Will only be authorized for those who must travel at least 50 miles from their work address to the training location (100 miles round trip). Mileage will be verified using MapQuest.
 - Lodging for the night prior to training is authorized for those who must travel over two hours to the training location. Travel time will be determined using MapQuest.
 - Reimbursement for lodging will be at the official State rate of \$85.00 per night. A higher rate may be authorized if the training organizer submits three bids showing there is no availability at the approved state rate. The approved hotel rate would be adjusted from \$85.00 to the amount of the lowest bid.
 - Lodging taxes are a reimbursable expense and can be included with the daily lodging rate. A valid receipt is required.

- Mileage:
 - If a county vehicle is not available, personal vehicle travel expenses will be reimbursed at the official State standard mileage rate of \$0.44 per mile.
 - If two or more county counselors travel together in the same vehicle, only one will be reimbursed for mileage.
 - If a county counselors travel is less than 50 miles from training, and the training is not being held in the same city as their official work location, they will be reimbursed for their daily mileage to and from training.
 - Mileage will be verified from the traveler's work address to and from the training location using MapQuest (at the shortest distance computed).

- Meals:
 - Must have an original, unaltered, itemized receipt with date, time, amount, vendor name, vendor address and a general description of the items.
 - Only single meal items intended for consumption during the meal period are reimbursable.
 - Meal tips (maximum 20%) are allowed only with sit-down meals and must be indicated on the receipt.
 - Reimbursement for meals will be at the State individual rate (See Attachment B).
 - Eligibility for the reimbursement of meals, when the duration of travel includes a partial day or days, will be determined in accordance with the schedule described in the Michigan [Standardized Travel Regulations](#).

- Registration fees for training; must have a valid receipt.
- Standard parking and tollway fees; must have a valid receipt.
- Note: Credit card charge slips will not serve as adequate documentation for expenses.

Non-Reimbursable Expenses:

- Alcoholic beverages or receipts that include alcohol (even if crossed out).
- Mileage, meals or lodging in the same city as official work location.
- Meals included in the costs of registration fees.
- Complementary or continental breakfasts supplied by site vendor.
- Guest meals.

- Meals supplied by event sponsors.
- Handwritten receipts.
- Grocery store receipts.
- Mileage to and from home.
- Any additional costs associated with attending events and/or activities not required as part of the training program.

Expense Reimbursement Process:

To receive reimbursement for authorized travel, the county must submit a Travel Expense and Reimbursement Form (Attachment D) and scanned copies of all original supporting documents such as hotel receipts, detailed meal receipts, receipts for other allowable expenses and MapQuest verified mileage. The Travel Expense and Reimbursement Form must be filled out electronically, correctly completed (see example form Attachment E), signed and dated.

The Travel Expense and Reimbursement Form and all supporting documentation must be scanned and submitted via email to Jason Zdunek at zduneki@michigan.gov within two weeks of completing the training event. For training events that occur at the end of September, the deadline for submitting reimbursement forms is September 23, 2024.

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
VEHICLE AND TRAVEL SERVICES
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective January 1, 2024**

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$85.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00
Lodging	\$51.00	
Breakfast	\$9.75	
Lunch	\$9.75	
Dinner	\$22.00	
Per Diem Total	\$92.50	

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00
Lodging	\$51.00	
Breakfast	\$11.75	
Lunch	\$11.75	
Dinner	\$27.00	
Per Diem Total	\$101.50	

Incidental Costs Per Day (with overnight stay) \$5.00

Mileage Rates	Current
Premium Rate	\$0.67 per mile
Standard Rate	\$0.440 per mile

* See Select Cities Listing

** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.conlintravelhub.com/som

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2023

Michigan Select Cities/Counties		
	CITIES	COUNTIES
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, 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	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	

**Michigan Veterans Affairs Agency
County Training Reimbursement Program Application**

Date of Application: _____ County Applying: _____

County VA Director: _____ SIGMA Vendor Code: _____

Email Address: _____ Phone Number: _____

Office Address: _____

Names of County Counselors Requesting Training: _____

Title/Description of Training: _____

Training Location: _____ Training Dates: _____

Estimated Training Costs:

Registration \$ _____ Lodging \$ _____

Mileage \$ _____ Meals \$ _____

Parking \$ _____ Tolls \$ _____

Total Amount Requested \$ **0.00** _____

Additional information: _____

Signature, County VA Director

Date

Printed Name

Signature, County Authorized Official

Date

Printed Name

Applications must be received 60 days prior to training

TRAVEL AND EXPENSE REIMBURSEMENT FORM

Name: **Jane Doe** Date: **12/06/2022**

Travel Month: **April** County: **County Office**

Address of Official Work Station: **3423 N. Martin Luther King Jr. Blvd., Lansing, MI 48906**
Address of Training Location: **1234 No Name Rd., Training City, MI 12345**

First Day of Travel Time of Departure: **8:00 am**
Last Day of Travel Time of Return: **3:00 pm**

Date	Destination	Lodging	Miles Traveled	Mileage Amount	Breakfast	Lunch	Dinner	Parking Tolls	Registration Fee	Total
4/18	Training City	\$ 85.00	100	\$ 44.00		\$ 9.75	\$ 22.00	\$ 10.00	\$ 65.00	\$ 235.75
4/19		\$ 85.00			\$ 9.75	\$ 9.75	\$ 22.00	\$ 10.00		\$ 136.50
4/20		\$ 85.00			\$ 9.75	\$ 9.75	\$ 22.00	\$ 10.00		\$ 136.50
4/21	Lansing		100	\$ 44.00	\$ 9.75	\$ 9.75				\$ 63.50
										\$ 0.00
										\$ 0.00
										\$ 0.00
										\$ 0.00
										\$ 0.00
TOTALS		\$ 255.00	200	\$ 88.00	\$ 29.25	\$ 39.00	\$ 66.00	\$ 30.00	\$ 65.00	\$ 572.25

I certify that I have traveled to all locations stated above and all expenses have been incurred by me in the course of providing service to Michigan veterans.

Printed Name: **Jane Doe** Signature: *Jane Doe* Date: **12/6/2022**

MVAA Approved by Printed Name: _____ MVAA Approved by Signature: _____ Date: _____