

# Travel and Meal Rates

Updated January 1, 2019

All SNAP-Ed travel expenses must be within the State of Michigan travel rates. Travel rates may be updated throughout the year. You are responsible for using the correct rates. For the most up-to-date information, visit [michigannutritionnetwork.org/forms-and-reports](http://michigannutritionnetwork.org/forms-and-reports).

Out of state travel is not allowed.

## Mileage

**\$0.580/mile** (as of January 1, 2019)

## Meals

Meals (without alcoholic beverages) are reimbursed during overnight travel only. The State of Michigan requires the **itemized receipt\* for any meals while in travel status**. These will be reimbursed at the actual cost up to, but not over, the maximum SNAP-Ed allowable rate. You must be in overnight status to claim meals and must indicate the location (e.g., city) of lodging, even if not claiming that lodging for reimbursement.

- It is preferred that each individual submit their own itemized meal receipts;
- If meals for multiple people are on the same itemized receipt:
  - Each individual can be reimbursed for actual expenses up to the maximum SNAP-Ed allowable rate for that meal. Include the names of those people by their meal items for clarity.
  - If at least one person's meal exceeds the maximum SNAP-Ed allowable meal rate, you should indicate each individual's reimbursement amount (not to exceed SNAP-Ed rates) instead of submitting for the maximum reimbursement for all people in your party; and
- If you opt out of a meal that is provided as part of your travel (e.g., conference meal), you cannot claim reimbursement for that meal.

	Standard	Select Cities/Counties
<b>Breakfast</b>	\$8.50	\$10.25
<b>Lunch</b>	\$8.50	\$10.25
<b>Dinner</b>	\$19.00	\$24.25

### Select Cities:

Ann Arbor  
Auburn Hills  
Detroit  
Grand Rapids  
Holland  
Leland  
Mackinac Island  
Petoskey  
Pontiac  
South Haven  
Traverse City

### Select Counties:

**Grand Traverse**  
All of Oakland  
All of Wayne

## **Lodging**

The SNAP-Ed lodging rate is **\$85/night\*\*** (taxes are in addition to this maximum amount). We encourage you to ask for the 'government rate' when making your reservation. Not all hotels will agree to the \$85/night rate. State of Michigan **requires an itemized receipt\* for lodging expenses**.

*\*\*Exception to the \$85/night lodging limit: If the traveler is attending a conference and staying in the hotel where the conference is being held, she/he may use that rate **IF** she/he includes a copy of the conference brochure stating the conference rate and includes the conference agenda with the receipts.*

## **Michigan SNAP-Ed Meal Rates for Meetings and Trainings**

When conducting SNAP-Ed training or meetings, lunch costs may be reimbursed, within SNAP-Ed allowable rates described below, if the training/meeting:

- Has at least six hours of SNAP-Ed content; or
- Has at least five hours of SNAP-Ed content AND at least 50 percent of the participants have traveled at least 30 minutes one way to attend.

Costs for a light breakfast are not allowable.

## **SNAP-Ed Group Meal Rates**

The group meal rates (below) must include cutlery, beverage, tax, gratuity, service/delivery fees, and any other expenses associated with the meal. The group meal rate is the same in standard and select counties/cities.

Lunch – \$11.50/person

When submitting for reimbursement for training or meeting expenses, the following must be submitted:

- Itemized receipts\* for all expenses being reimbursed;
- The meeting/training agenda documenting the meeting start and end time; and
- A sign-in sheet documenting the number of participants at the meeting/training.
  - If the number of participants who registered for the meeting/training is significantly lower than the number of actual participants (causing the per person meal rate to be more than allowed), please provide registration logs as well.

*\*More information on invoicing, including details on supporting documentation, can be found under "Invoices" in the Contracts, Reimbursement, and Reporting section of this manual.*