

# Travel and Meal Rates

**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 [snap-ed.michiganfitness.org/forms-and-reports](https://snap-ed.michiganfitness.org/forms-and-reports).

**Out of state travel is not allowed.**

## Mileage

\$0.655/mile (as of January 1, 2023)

## 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; and
  - 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.
- 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>	\$9.75	\$11.75
<b>Lunch</b>	\$9.75	\$11.75
<b>Dinner</b>	\$22.00	\$28.00

### **Select Cities:**

*Ann Arbor  
Auburn Hills  
Beaver Island  
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, they may use that rate **IF** they include 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% 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.

Lunch – \$12.75/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.

*\*For more information on invoicing, including details on supporting documentation, refer to “Monthly Invoices” in the Grant Management section of the Programming & Operations Manual.*