

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 <http://www.michigannutritionnetwork.org>.

The travel rates below went into effect January 1, 2017.

Mileage

\$0.535/mile

Meals

Meals (without alcoholic beverages) are reimbursed during overnight travel only. The State of Michigan requires the **original, itemized receipt for any meals while in travel status**. These will be reimbursed at the actual cost up to, but not over the maximum rate. You must be in overnight status to claim meals and must indicate where lodging is even if not claiming it for reimbursement.

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

Select Cities

Ann Arbor
Auburn Hills
Detroit
Holland
Mackinac Island
Pontiac
South Haven

Select Counties

All of Wayne
All of Oakland

Lodging

The SNAP-Ed lodging rate is \$75/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 \$75/night rate. State of Michigan **requires an itemized receipt for lodging expenses**.

*Exception to the \$75/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.

Out of state travel is NOT allowed.

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 has at least six hours of SNAP-Ed content
- Or the training 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 key 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
- 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.