|  |
| --- |
| **EMPLOYEE INFORMATION** |
| **Name:**   | **Date:**  | [ ]  **Reimbursement**  [ ]  **Reconciliation** |  [ ]  **AUTO** [ ]   **RAIL** [ ]  **AIR** [ ]  **OTHER** |
| **Destination:**  | **Purpose:**  | **Begin Date:**   | **End Date:**   |

|  |  |  |
| --- | --- | --- |
| **PER DIEM RATES** |  | **TRAVEL TIMES** |
|  **PICK ONE** | **Destination** | **Breakfast** | **Lunch** | **Dinner** | **TOTAL** |  | **DEPART** | **Before** 9:00 AM | **Between**9:00 AM - NOON | **After** NOON |
| [ ]  **1.** | Michigan **SELECT** city/county | $10.25 | $10.25 | $24.25 | $44.75 |  | **B + L + D** | **L + D** | **D** |
| [ ]  **2.** | All **OTHER** Michigan cities | $8.50 | $8.50 | $19.00 | $36.00 |  | **RETURN** | **Before** NOON | **Between**NOON – 6:00 PM | **After** 6:00 PM |
| [ ]  **3.** | Out-of-state **SELECT** city | $13.00 | $13.00 | $25.25 | $51.25 |  | **B** | **B + L** | **B + L + D** |
| [ ]  **4.** | All **OTHER** out-of-state cities | $10.25 | $10.25 | $23.50 | $44.00 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Enter travel departure & return times | MEAL(S) | PER DIEM VALUE | # OF DAYS | TOTAL |
| Travel Day: **Departure** |   | [ ]  AM [ ]  PM  |   | **$**  | **1** | **$**  |
| **FULL** Day Per Diem |  |  |  **$**  |   | **$**  |
| Travel Day: **Return** |   | [ ]  AM [ ]  PM  |   | **$**  | **1** | **$**  |
| ***\*\*\* No meal receipts are required for per diem reimbursement.*** | **TOTAL PER DIEM:** Include amount on NMCAA blue expense report | **$**  |

**OVERNIGHT LODGING:**

* Conference hotel room rates are allowable while attending a conference.
* If travel is not associated with a conference, room rates must not exceed $85/night (before tax); **OR**
* Lodging **MUST** be arranged through Conlin Travel: 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)
	+ Indicate that you are employed with NMCAA, which is a contractor/grantee for the Michigan Dept. of Human Services, and that you do not have a State ID. You will need to provide Conlin Travel with your email address and credit card number to reserve the room. You will need to save and print their confirmation email to you.
* The hotel-issued receipt is **required** for reimbursement. Online confirmations are **NOT** acceptable.

**This calculation form, your hotel-issued receipt, and all other receipts associated with your trip (parking, tolls, ground transportation, etc.) must be attached to and itemized on the NMCAA blue expense report. If Conlin Travel made your hotel reservations, their confirmation email to you must also be attached.**

**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 | ALL of Grand Traverse, Oakland, and Wayne |

**Out-of-State Select Cities/Counties**

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **Cities/Counties** | **State** | **Cities/Counties** |
| **Arizona** | Phoenix, Scottsdale, Sedona | **Massachusetts** | Boston (Suffolk), Burlington, Cambridge, Woburn, Martha’s Vineyard |
| **California** | Los Angeles (Los Angeles, Orange, Mendocino & Ventura counties; Edwards AFB), Eureka, Arcata, Mckinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park | **Minnesota** | Duluth, Minneapolis/St. Paul; Hennepin & Ramsey counties |
| **Nevada** | Las Vegas |
| **New Mexico** | Santa Fe |
| **Colorado** | Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail | **New York** | Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens & Staten Island), Riverhead, Ronkonkoma, Melville, Suffolk county, Tarrytown, White Plains, New Rochelle |
| **Connecticut** | Bridgeport, Danbury |
| **D.C.** | Washington D.C., Alexandria, Falls Church, Fairfax; counties of Arlington & Fairfax in Virginia; counties of Montgomery & Prince George’s in Maryland |
| **Ohio** | Cincinnati |
| **Florida** | Boca Raton, Delray Beach, Jupiter, Ft. Lauderdale, Key West | **Pennsylvania** | Bucks county, Pittsburgh |
| **Georgia** | Jekyll Island, Brunswick | **Rhode Island** | Bristol, Jamestown/Middletown/Newport (Newport county), Providence |
| **Idaho** | Sun Valley, Ketchum | **Texas** | Austin, Dallas, Houston, L.B. Johnson Space Center |
| **Illinois** | Chicago; Cook & Lake counties | **Utah** | Park City (Summit county) |
| **Kentucky** | Kenton | **Vermont** | Manchester, Montprlier, Stowe (Lamoille county)  |
| **Louisiana** | New Orleans | **Washington** | Port Angeles, Port Townsend, Seattle |
| **Maine** | Bar Harbor, Kennebunk, Kittery, Rockport, Sandford | **Wyoming** | Jackson, Pinedale |
| **Maryland** | Montgomery & Prince George’s counties, Baltimore City, Ocean City |  |  |