

# PROCEDURE MANUAL 19-08



MICHIGAN STATE POLICE

## Expense Allowances and Approvals

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**Purpose:** This manual establishes procedures for expense allowances and approvals.

**Effective Date:** April 19, 2022

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## Definitions:

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None

## Section 1: Expense Allowances and Approvals

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### 1.1 Standardized Travel Regulations

- a. The Standardized Travel Regulations of the Civil Service Commission and the Department of Technology, Management, and Budget establishes maximum [State of Michigan Travel Rates](#) for members traveling while on duty. Departments may establish lower rates but cannot establish higher rates without authorization of the aforementioned departments. Those regulations govern travel expense reimbursement to our members. This section is a supplement to those regulations in areas specific to our operation. Members who are covered by a collective bargaining agreement shall refer to their agreement to determine the benefits for which they are entitled.

### 1.2 Official Workstation

- a. [Standardized Travel Regulations](#) prohibit allowances for meals and/or lodging for members at their home or official workstation, except members in attendance at conferences or as otherwise provided in Section 2 of this manual.
- b. "Home" means the city in which the member's family residence is located or the closest proximity.
- c. "Official Workstation" is defined in Official Order 03-10 for determining travel expense reimbursement eligibility.

### 1.3 Time Schedule

- a. The [Standardized Travel Regulations](#), show the time schedule on which eligibility for meal reimbursement is based.
  - i. Allowance for individual meals for daytime travel are based on the following schedule:
    1. Breakfast- When travel commences before 6:00 a.m. and extends beyond 8:30 a.m.
    2. Lunch- When travel commences before 11:30 a.m. and extends beyond 2:00 p.m.
    3. Dinner- When travel commences before 6:30 p.m. and extends beyond 8:00 p.m.
  - ii. Members frequently work other than the regular 8:00 a.m. to 5:00 p.m. daily hours worked by most state employees. When such tour of duty involves mainly nighttime hours, allowances for individual meals shall be based on the following schedule:
    1. Dinner- When travel commences before 6:30 p.m. and extends beyond 8:00 p.m. (evening rate)
    2. Lunch- When travel commences before 11:30 p.m. and extends beyond 2:00 a.m. (noonday rate)

3. Breakfast- When travel commences before 6:00 a.m. and extends beyond 8:30 a.m.
  - iii. If the Director, bureau commander, or district/division commander schedules a meeting through breakfast, lunch, or dinner that participants are required to attend, group meal rates shall apply. Payment shall be made from the vendor's invoice using a direct voucher.

## 1.4 Mobilization

- a. Regardless of the location of their official workstation, enforcement members are entitled to expense reimbursement if they are restricted to the mobilization area and are unable to return to their residences. Members of squads shall enter directly in SIGMA any reimbursable expenses, which will then be approved by their squad leaders.
- b. Enforcement members assigned within their post area shall use the time they began the assignment as their travel departure time and the time they are relieved of the assignment as their return time. Departure and return times shall be listed directly in SIGMA. Troopers and sergeants shall indicate times for the start and finish of work shifts.
- c. The commander of the local post shall use the following guidelines to approve meal reimbursement expenses under these circumstances for post members:
  - i. Reimbursement is not allowed if there is no interference with the member's ability to obtain meals as accustomed.
  - ii. Reimbursement is allowed when the member is restricted to the mobilization area and obtains meals in the same manner as members mobilized from other posts. This pertains to all meals obtained after arrival at the mobilization area regardless of arrival or departure time.
  - iii. Both (1) and (2) above apply in a like manner to those members restricted to the post premises. This includes both the local post and other posts under these circumstances.
  - iv. Both (1) and (2) above apply in a like manner to members assigned command, investigative, surveillance, or other work in their home post area during periods of official mobilization when such assignment relates to the same incident as the mobilization.
  - v. When the mobilization is in the district headquarters post area, the district commander shall use these guidelines to approve meal reimbursement expenses for the district headquarters' members.
- d. As a rule, not more than three meals per day shall be reimbursed to a member.
- e. During mobilization, meals may be furnished by the department or others free of charge to the members. No expense reimbursement shall be requested by the member for such meals.
- f. During mobilization periods, more hours per day are generally worked by members remaining at posts due to being short-handed both for desk duty and policing the post area. This greater number of work hours per day does not entitle members to meal cost reimbursement.

- g. Due to the circumstances and unusual hours involved in a mobilization, the Mobilization Meal Rate found in Section 1.5 shall be allowed for each meal regardless of the time of day or night the meal is obtained, provided it meets time requirements listed in this manual.
- h. Meal charge reimbursements shall be allowed to post and district members confined to their home posts by Signal 7. Reimbursement shall also be allowed for members of other divisions of the department who are confined to their offices or, because of their assignments, are not allowed to return to their residences for meals because of Signal 7 being in effect. Eligibility for individual meals shall be determined by arrival and departure times. Beginning time shall be the time of arrival at the post/office after Signal 7 becomes effective. Ending time shall be time of removal of Signal 7. This reimbursement does not apply when members are allowed to return to their residences for meals. This section shall be the Mobilization Meal Rate found in Section 1.5, regardless of the time of day or night the meal is obtained, provided it meets time requirements listed in this manual.

### 1.5 Mobilization Meal Rate

- a. Troopers and sergeants shall be reimbursed in accordance with their collective bargaining agreement.
- b. All other members shall be reimbursed one-third of the total in-state daily meal allowance for each eligible meal.

### 1.6 Special Details

- a. Enforcement members of a local post forming part of the detail who are not allowed to return to their residences when off duty due to the necessity of keeping them immediately available for emergencies shall be allowed meal reimbursement. The meal allowance shall be the Mobilization Meal Rate found in Section 1.5 for all members of the detail who qualify for meal reimbursement.

### 1.7 Motel and Hotel Charges

- a. Individual motel and hotel charges shall be paid by the member in travel status. A proper receipt shall be obtained and attached within SIGMA.
  - i. If a worksite sets up direct billing with a lodging facility, a direct voucher payable to the facility may be entered through the SIGMA system using applicable processing guidelines.
  - ii. Sales tax charges are deleted when paid on direct voucher for in-state lodging.
- b. Sales or use taxes applicable to lodging charges are reimbursable, in addition to the regular lodging allowance, when paid by the member.
- c. Reimbursed lodging shall be at a location that is in the business of furnishing lodging and is registered with the State of Michigan or another State, Commonwealth, Province, etc., for that purpose.

### 1.8 Expenses Allowed – Not Allowed

- a. Travel expense payments shall be made to reimburse members for expenses actually incurred within established limits. Section 1.9 of this Order provides some examples of expenses that are allowed and not allowed. Questions regarding expense reimbursement shall be directed to the

Department of Technology, Management, and Budget's Financial Services staff at the Accounting Service Center.

### 1.9 Personal Credit Cards

- a. Use of generally recognized credit cards shall be accepted as evidence of payment if supported by the usual receipt form required to support cash payments, appropriately annotated. An itemized receipt or statement chargeable to the member's private individual account shall be accepted as evidence of payment in lieu of paid receipts.

### 1.10 Charge for Use of State Vehicle

- a. When a travel expense is paid by something other than state funds and a department vehicle is used, the fleet coordinator in the Budget and Financial Services Division shall be contacted to determine the rate to be charged for use of the state vehicle. The department vehicle shall only be used in these cases when necessary.

### 1.11 Ghost Account Charging Program

- a. The following is a quick reference guide for the Corporate Charge Card Program.
  - i. No actual cards are issued. Ghost account charging numbers have been assigned to worksites. These ghost account charging numbers are as much an extension of state funds as a cash advance and shall be treated as such.
  - ii. Ghost account charging numbers shall be protected and used with as much care as an actual credit card.
  - iii. The ghost account charging numbers shall be used exclusively for travel arrangements with the contracted travel agent.
  - iv. Questions not answered in this Official Order should be referred to the Travel Arrangement Contact.

### 1.12 Airline Travel

- a. Travel arrangements shall be made through the contract vendor, regardless of the member's location.
- b. Discounted airfares with major airlines have been negotiated for cities frequently visited by state employees. These rates shall be considered the ceiling price to those city fares. Exceptions shall be reported to the Department of Technology, Management, and Budget.

### 1.13 Member Expense Reimbursement

- a. Travel expenses, including meals, lodging, mileage, or other expenses that relate directly to travel by a member, shall be submitted for reimbursement by entering directly in SIGMA. Each worksite has been set up with either employee self-entry or travel coordinator entry for designated staff.
- b. Except as provided in subsection (C), the member shall submit one Employee Expense Reimbursement through SIGMA per month, in the month following the travel period, when:
  - i. The member has any expenses for travel, lodging, or personal meals.
  - ii. Expenses have been incurred in a transfer.

- iii. Expenses may be carried over to the following month's Employee Expense Reimbursement entry in SIGMA if the current month's travel total is less than \$25.00.
  - iv. If the Director, bureau commander, or division/district commander schedules a meeting through breakfast, lunch, or dinner and participants are required to have their meal together, the group meal rate shall apply, and payment shall be made from the vendor's invoice using a direct voucher. When a member attends a convention, conference, or meeting called by an outside agency, the appropriate standard rate (in-state or out-of-state) or actual meal and lodging expense (supported by receipts and subject to approval by the department) will be allowed. These expenses shall be included on the SIGMA entry.
- c. The restriction on submitting only one Employee Expense Reimbursement submission in SIGMA per month does not apply in cases involving out-of-state travel. Out-of-state travel must be submitted separately in SIGMA.

#### 1.14 Member Expense Reimbursement Approvals

- a. All member reimbursement requests must include receipts and be entered into SIGMA. All requests shall be reviewed for propriety and mathematical accuracy and shall be approved by a member's supervisor. Approval of the immediate supervisor may be placed on the Employee Expense Reimbursement or on the SIGMA summary sheet. The original documents shall be retained in department files for reference.
  - i. Reimbursable travel costs incurred by board, commission, and council members, and all other persons submitting requests for payment by the department require approval by the commander (or designee) under whose command the costs are incurred.
  - ii. Members shall not approve their own reimbursement requests.
  - iii. Reimbursement requests for the Director shall be approved by a deputy director.
  - iv. In the absence of the designated approving commander, the approval of an acting commander shall be accepted.
  - v. Commanders may require approvals from supervisors not mentioned herein in addition to the approvals required for pre-audit purposes.

#### 1.15 Approval for Out-Of-State Travel

- a. Out-of-state travel requires submission of an Out-of-State Travel Request, ADM-049, and approval through the bureau chain of command.
- b. When traveling out-of-state to perform law enforcement related duties, members shall notify the Operations Unit.
- c. When out-of-state travel commences without advance notice, the traveler's supervisor shall immediately notify the Operations Unit of the travel.

#### 1.16 Travel Advances

- a. Travel must be a minimum of three nights in duration.
- b. Total estimated out-of-pocket travel expenses must be at least \$560.00.

- c. The travel advance must be submitted to the Michigan State Police Travel Liaison at least two weeks prior to the start of the travel, when practical.
- d. The submission will include the following:
  - i. Signed ADM-048, Travel Advance Request.
  - ii. Signed ADM-049, Out of State Travel Request, for travel outside the state.
  - iii. Confirmation on the hotel reservation, or Conlin Travel Code.
  - iv. Information on the conference or training, including an agenda/schedule of events.
- e. Members who are in continual travel status may be authorized long-term advances in an amount to be determined by the Budget and Financial Services Division.
- f. All travel advances will be issued at 90% of the requested amount.
- g. The ADM-040 and receipts must be submitted within 30 days of the last day of travel.
- h. If no receipts are submitted within 45 days from the last day of travel, the advance will be liquidated at a rate of \$250 per pay period.

## Section 2: Travel Expenses Not Allowed

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### 2.1 Meals

- a. Training Academy Cafeteria
  - i. Meals at the Training Academy cafeteria are provided at state cost, which permits a lower selling price than comparable items obtained at a commercial restaurant.
  - ii. Members temporarily assigned at Headquarters, as well as members attending training at the department training facility who are eligible for meal cost reimbursement, shall obtain their meals at the Training Academy cafeteria when the facility is open and their work assignment or lodging makes eating there possible.
- b. Meeting at Workstation Called by Independent Organization
  - i. Members required to attend a prearranged meeting called by an independent organization and held at the member's official workstation, shall be reimbursed for meal expenses according to the established rates, provided such meeting terminates 2 1/2 hours or less prior to the beginning of the official work shift or commences 2 1/2 hours or less after the end of the official work shift. The member shall be representing the department at such meeting, and it shall be established that it was not practical for the member to return home for the meal.
- c. Guest Meals
  - i. The cost of guest meals shall be allowed only if it can be shown that such cost was incidental and necessary to the conduct of official state business. In no case shall the amount allowed be in excess of the maximums established in the [Standardized Travel Regulations](#) for group meetings. Full explanation shall be given on the Employee Expense Reimbursement Request ADM-040, including the name of and position held by the guest. Meal expense for no more than five non-state guests, invited for a meal



only, for consultation and advice on matters of state business, shall be reimbursed at actual cost, not to exceed group meeting rates. An identification of state business shall be stated on the voucher. Receipts are required. Participating members shall be reimbursed up to the group rate amount. Other employees of the Executive Branch of state government shall not be claimed as guests.

d. Service Club Event Meals

- i. Meals purchased by worksite commanders while attending service club events (e.g., Rotary, Lions, Kiwanis, Chamber of Commerce, or Exchange Club) may be submitted for reimbursement in SIGMA, up to the group rate amount.

e. Overtime Not Allowed During Reimbursed Meal

- i. When requesting reimbursement for meal expenses, members shall not claim overtime salary payment or compensatory time for the time involved in obtaining such meal.

f. Prisoner Meals

- i. Reimbursement for meals furnished to prisoners shall be for the actual amount spent but shall not exceed amounts provided in the [Standardized Travel Regulations](#).
- ii. The incident number shall be shown in the SIGMA report.

g. Civilian Trainees

- i. During the training period, new members required to report to Headquarters for an initial training period before going to a workstation outside the Lansing Post area shall obtain meals at the Training Academy cafeteria when available and the work assignment makes eating there practical. When not available or when impractical, meals may be obtained elsewhere. Trainees maintaining a home in the Lansing Post area or employed to fill a position in the Lansing Post area, shall not qualify for the expense reimbursement.

- h. If meals are furnished free of charge to members by the department or others (e.g., training, special events, conferences, etc.), no expense reimbursement shall be requested by the members.

## 2.2 Lodging

a. Lansing Post Area

- i. Since housing is available at the Training Academy, transient, temporarily assigned, and officially transferred members in the Lansing Post area are not eligible for reimbursement of commercial lodging expenses unless room is not available at the Academy.
- ii. Rooms shall be reserved. To reserve rooms at the Training Academy, commanders shall call the Training Academy, advising the proposed time of arrival and estimated length of stay for members of their command who will be using the quarters.
- iii. Reimbursement requests for tips and incidentals shall not be claimed while lodging at the Training Academy.

- b. Outside the Lansing Post Area
  - i. Members eligible for reimbursement of expenses according to the [Standardized Travel Regulations](#) (including transient, temporarily assigned, and officially transferred members) who must stay outside the Lansing Post area, may obtain reimbursement for lodging accommodations of their own choice. Members shall check with the post or district commander about facilities offering special rates advantageous to the department. When the department has an arrangement for leased or rented space, the members shall stay there.
- c. Temporary Assignment
  - i. Members on temporary assignment from other workstations shall have living quarters furnished by the department for the entire period of their temporary assignments. However, members shall not be kept on extended temporary assignment primarily for the purpose of qualifying them for room consideration.
- d. Civilian Trainee
  - i. New members who are employed at a location other than Headquarters but are required to report to Headquarters for an initial training period before going to their workstations, shall be housed at the Training Academy. Reimbursement for commercial lodging shall only be allowed when room is not available at the Academy. Trainees maintaining a home in the Lansing Post area or employed to fill a position in the Lansing Post area shall not qualify for the expense reimbursement.
- e. Michigan Accommodations
  - i. Members shall stay in Michigan accommodations and facilities whenever possible.
- f. Lodging shall not be reimbursed for a location that is not in the business of furnishing lodging and is not registered with the State of Michigan or another State, Commonwealth, Province, etc., for that purpose.
- g. Schools and Seminars
  - i. When attending schools or seminars of more than one-week in duration, where the rental of a room is necessary, members shall take advantage of any reduced rate for a lengthy occupancy. In these cases, the department shall pay a reasonable room charge. Receipts for lodging are required.
- h. Room Shared with Non-Member
  - i. If a hotel room or other lodging is shared with a non-member who receives no travel reimbursement from another source, reimbursement to the member shall be at the single room rate or the maximum established by the [Standardized Travel Regulations](#), whichever is lower. The member shall have the room clerk make a notation on the hotel bill as to the single room rate charge.
- i. Tips and Incidentals

- i. Members may claim tips/incidentals up to \$5 for each overnight stay at a non-state-owned lodging facility to reimburse for hotel or motel service gratuities (e.g., porter, maid).

## 2.3 Conventions, Meetings, and Regional Law Enforcement Associations

- a. Conventions, Conferences, and Meetings Called by an Independent Organization Over Which the State Has No Control
  - i. Actual meal and lodging expenses at the convention location are allowed. This expense applies to both in and out-of-state conventions, conferences, and meetings.
  - ii. Reimbursement for expenses to and from the convention, conference, or meeting shall be at the normal out-of-state or in-state rates, whichever applies. A full explanation shall be given, including the name of the convention, conference, or meeting.
  - iii. The amount of expense reimbursement is subject to approval by the department, shall be supported by receipts and shall be entered directly in SIGMA.
- b. Conventions, Conferences, and Meetings called by a Commission or Agency Head
  - i. Actual meal and lodging expenses shall be permitted up to the maximum allowed according to [Standardized Travel Regulations](#) for group meetings for each member or official guest.
  - ii. The Director has delegated the authority to call meetings, conventions, or conferences to bureau, division, and district commanders.
  - iii. Advance approval of the Department of Technology, Management and Budget (DTMB) is required for any charges in excess of Standardized Travel Regulations amounts. When expenditures are expected to exceed the approved amount, a memo shall be prepared 30 days in advance of the expenditure being made and sent to the DTMB Financial Services, Accounting Service Center explaining the reasons for the excess charges. If the variance is not granted, payment will be made at the maximum amount per the Standardized Travel Regulations.
  - iv. If the group attending is from one state agency, payment shall be made by direct voucher payment in the SIGMA system based on a vendor invoice. A list containing the names of all persons attending the meeting shall be attached with the receipt to the direct voucher documents retained locally. If charges are in excess of \$2,500, a copy of the receipt with approval and document number together with the list of names of persons attending the meeting shall be faxed to Financial Services, Accounting Service Center according to established direct voucher procedures. The names of all persons attending the meeting shall be shown on the voucher. Extra charges for meeting rooms shall be shown on the voucher as a separate item.
- c. Regional Law Enforcement Associations
  - i. Expenses in connection with attendance of periodic regional law enforcement associations shall be reimbursed when the member has a specific assignment from the department to attend in an on-duty status.

## 2.4 Mileage Allowance

### a. Allowance

- i. The approved private car rate mileage allowance for use of a personal car when no state car is available can be found on the [DTMB website](#). The lower rate applies when a member elects to drive a private car although a state car is available. These rates apply both in state and out of state.
  - i. See Official Order 04-01 for policy concerning authorization for use of a personal car for department business.
  - ii. The State Administrative Board also approved the following: "In lieu of using state owned vehicles, heads of principal departments may drive privately-owned vehicles for official state business and be reimbursed at the maximum rates approved for privately-owned vehicles."

### b. Calculating Mileage

- i. An Internet accessible site such as MapQuest.com shall be referenced to provide mileage figures. The mileage provided may be used to assist in determining transfer and other reimbursable mileage.
  - i. Open a web browser and go to [MapQuest.com](#)
  - ii. Click on "Get Directions"
  - iii. Type in the starting street address and the destination street address
  - iv. Click on "Get Directions"
- ii. The results will display the one-way distance (mileage), as well as directions and approximate travel time.

### c. Return from Military Leave

- i. A member returning from military leave who is required to report to Lansing Headquarters for assignment and/or equipment may request cost reimbursement for a personal vehicle from Lansing to the official workstation at the approved private car rate.

### d. Attendance at Court While on Annual Leave

- i. When a member who is on a scheduled vacation must leave from the vacation point to attend court for the department, mileage reimbursement at the approved private car rate shall be allowed for their personal car from the vacation point if no state car is available. Enlisted members shall obtain a department vehicle from a local MSP post if one is available.
- ii. Mileage reimbursement from residence to court shall not be allowed when a member elects to drive a personal car to court to take their family and spend annual leave time in the area. Expenses outlined in Section 1.5 above shall be allowed when applicable.

## 2.5 Other Travel Expenses

- a. Long Distance Telephone Calls and Internet Services
  - i. Requests for reimbursement of long-distance calls and Internet services on hotel bills shall identify the person called and why, or an incident number or some other specific justification for the usage.
  - ii. Occasional charges on local telephone calls shall not be reimbursed.
  - iii. Business calls made on a personal cellular phone shall be reimbursed if approved by the commander. Reimbursement shall not be made for monthly lease charges.
- b. Parking Charges
  - i. Lots- Receipts are required.
  - ii. Metered- A record of actual amounts charged shall be maintained. Minor amounts are not eligible for reimbursement.

## 2.6 Personal Expenses

- a. Uniform Repair and Dry Cleaning
  - i. Charges for minor repairs to uniform equipment shall be reimbursed.
  - ii. Members shall pay for dry cleaning of uniforms.
  - iii. When department-issued shoes become worn to the extent that both soles and heels are required, they shall be turned in for replacement rather than repair.
- b. X-Ray Charges
  - i. The department shall pay for a member's X-ray charges after exposure to a tuberculosis carrier while on duty if the X-ray cannot be obtained free of charge from a state or county facility.
  - ii. A statement shall be attached to the SIGMA summary report, stating why the X-ray could not be obtained free of charge.
- c. Dues Payment
  - i. Dues payment to organizations or associations shall not be reimbursed unless authorized by the member's commander.
    - i. Division commanders shall attempt to coordinate memberships to minimize the number of memberships for which the department pays.
    - ii. The department encourages participation in service clubs (e.g., Rotary, Lions, Kiwanis, Chamber of Commerce, or Exchange Club) and payment for such membership dues for worksite commanders may be paid from their CSS&M account, up to a maximum of \$300 per year with district/division commander approval. An additional \$100 may be spent (up to \$400 per year maximum) with bureau commander approval.
- d. Receptions/Retirements

- i. Gift expenses shall not be reimbursed for retirement receptions or meetings of a similar nature honoring an individual.
  - i. The district or division commander or their designee may attend the retirement of a member under their command on duty status. The district/division representative (one member only) is eligible for actual meal reimbursement costs, not including any gift.
  - ii. With prior district or division approval, one district or division representative may attend the retirement of local dignitaries while on command duty status. The representative is eligible for actual meal reimbursement costs, not including any gift.
  - iii. The Director, bureau commanders, or their specifically designated representative are eligible for actual meal reimbursement costs, not including any gift, when representing the department at retirement functions while on duty status.
  - iv. When submitting employee expense reimbursement requests for a retirement function, a notation shall be made indicating the member is the designated representative, the retiree's name, and retiree's position.
- e. Attendance at Funerals
  - i. Members designated as official representatives of the department at a funeral may claim reimbursement for travel expenses in accordance with the [Standardized Travel Regulations](#).

## 2.7 Special Details

- a. Mackinac Island
  - i. Mackinac Island is outside of the St. Ignace post area for determination of expense allowances. Time of departure from and return to the official workstation governs eligibility for reimbursement. Enforcement members permanently assigned to the St. Ignace Post shall not be eligible for meal reimbursement on pass days.
  - ii. Reimbursement for one personal round-trip ferryboat fee per week is allowed for enforcement members who are assigned to police Mackinac Island for the summer season.
- b. Executive Protection
  - i. Members assigned to the Executive Protection Detail shall be reimbursed for their actual expenses while in travel status with the Governor.

## 2.8 Changes in Official Workstation

- a. Except as provided by collective bargaining agreements, members are eligible for expenses pursuant to a change in their official work location only if the distance between the old and new work location exceeds 15 road miles.
- b. Eligibility for Travel Allowance

- i. Reimbursement of expenses shall be determined based on the individual being in "travel status" according to the [Standardized Travel Regulations](#).
  - ii. A member shall be allowed standard travel allowances up to 60 days at the new workstation or until such time as the member's residence is changed, whichever occurs first.
  - iii. When a mobile home is regularly used as a residence, the spotting of the mobile home on its new location shall be establishing residence in the new location.
  - iv. The 60-day allowance shall not commence until the member starts working out of the new workstation.
  - v. A member transferred but required to remain at their former workstation for a period after the effective date of transfer, shall be eligible for meal expense reimbursement if the member has moved residence to their new workstation.
  - vi. Duty time spent at the prior workstation, such as returning for court, shall not be counted as part of the 60 days. Annual or sick leave time spent at the prior location shall not be counted against the 60 days.
  - vii. Members returning to their residences at prior workstations during the 60-day period shall not be reimbursed for meals during those days. Mileage charges for a personal car used in such commuting shall be the actual mileage between the points at the approved private car rate, not to exceed the amount which otherwise would be reimbursable for one day's meals.
  - viii. New members temporarily in school before being assigned to their workstations, such as trooper recruits and dispatchers, shall not be eligible for transfer expenses except mileage.
  - ix. Continuing members, such as service troopers who have been employed by the department for some time before entering a recruit school, shall be entitled to the 60-day expense allowance provided to transferred members. They shall also be eligible for the department moving their household furnishings from their former workstations to the new workstations to which they are assigned after graduation from recruit school.
- c. Lodging
- i. Members requiring lodging upon change of workstation shall be provided lodging for the first 60 days. Extensions may be granted according to subsection D below.
- d. Mileage
- i. A member officially transferred from one workstation to another may request a one-time mileage cost reimbursement at the approved private car rate for transporting a personal vehicle from the old to the new workstation. This one-time mileage cost reimbursement applies to one vehicle only.
- e. Trips to Secure Housing
- i. When a transfer is made for the benefit of the department, a continuing member and one additional family member shall be allowed three round trips to a new official

workstation for the purpose of securing housing, with prior approval of the department. Travel, lodging, and food costs shall be covered up to nine calendar days for all three trips under the [Standardized Travel Regulations](#). No other expenses shall be allowed for the family.

f. Extensions

- i. In cases of hardship in securing or occupying a new residence, the department may grant an extension of travel allowances or lodging with approval of DTMB. In no case shall the total period exceed 180 calendar days.
- ii. Extensions, determined on an individual case-by-case basis, of up to 60 calendar days may be granted to a trooper or sergeant.
- iii. Hardship requests for an extension of the standard travel allowable, or the lodging provided for by the department, shall be submitted through channels on interoffice correspondence to the Human Resources Division director. The request shall contain full documentation of the reason for the need of an extension. The immediate supervisor shall conduct an interview with the member and, if appropriate, shall cause further checks of the member's contentions and conditions and provide any other necessary documentation to clarify the need of an extension. Each level in the chain of command shall review and comment on the request. Approval or disapproval shall be given by the Human Resources Division director who shall notify the member. If the member is not satisfied with the response, an appeal may be made to the Director.

## 2.9 Tax Considerations

- a. Transfer expenses reimbursed by the state to a member or paid by the state on behalf of the member (such as lodging costs) shall be included on the member's Wage and Tax Statement (W-2) as "Other Compensation."
- b. All taxable travel expenses, including transfer expenses, reimbursed by the state to a member or paid by the state on behalf of the member shall be included on the member's Wage and Tax Statement (W-2) as "Other Compensation."
- c. All taxable transfer expenses are reported through the payroll system for tax reporting purposes, and appropriate tax amounts shall be withheld from member payroll warrants.
- d. The member shall keep accurate records to use in deducting qualifying amounts when preparing tax returns.

## Section 3: Clothing and Dry-Cleaning Allowances

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### 3.1 Clothing Allowance for Plainclothes Enlisted Members

- a. A clothing allowance shall be provided for enlisted members working in plainclothes assignments. Payment shall be included with each biweekly paycheck to enlisted members meeting the criteria outlined below:
  - i. This allowance shall be granted to enlisted members appointed to positions established under the Civil Service Commission requiring department work be done in civilian clothing. Enlisted members temporarily assigned to such a position, or to such work, do not qualify for clothing allowance.



- ii. The allowance applies to all enlisted ranks.
- iii. The issuance of rubber boots, raincoats, and fatigue uniforms for enlisted members in specialized work, such as fire investigator and forensic science, shall not disqualify them for this allowance.
- iv. The clothing allowance shall be provided to troopers and sergeants according to their collective bargaining agreement.

### 3.2 Dry-Cleaning Allowance for Members in Uniform

- a. A dry-cleaning allowance shall be provided for members wearing uniforms that require dry cleaning. Payment shall be included with each biweekly paycheck to such members. The general rules that govern are as follows:
  - i. Eligible members are those working in uniform, including uniform enlisted members, state properties security officers, supervisors, emergency dispatchers/radio operators, and motor carrier officers.
  - ii. The dry-cleaning allowance shall be provided to troopers and sergeants according to the provisions of their collective bargaining agreement.
  - iii. Payment for state property security officer, motor carrier officer, and vehicle inspector uniform cleaning is provided for in the Michigan State Police/Michigan State Employees Association (MSP/MSEA) secondary agreement.
  - iv. Payment for emergency dispatcher uniform cleaning is provided for in the Michigan State Police/United Auto Workers (MSP/UAW) secondary agreement.

### 3.3 Clothing and Dry-Cleaning Disbursements

Represented Members	In accordance with the respective collective bargaining agreements
Clothing/cleaning allowance for plainclothes enlisted lieutenants and above (\$34.62 payable biweekly)	\$900.00 per year
Dry cleaning allowance for enlisted lieutenants and above (\$20.19 payable biweekly)	\$525.00 per year
Dry cleaning allowance for motor carrier sergeants and above (\$17.31 payable biweekly)	\$450.00 per year
Dry cleaning allowance for state properties security officer supervisors (\$17.31 payable biweekly)	\$450.00 per year
Dry cleaning allowance for emergency dispatcher supervisors (\$13.47 payable biweekly)	\$350.00 per year

**Review Responsibility:** Human Resources and Executive Operations

**Accreditation Standards:** CALEA N/A