



Allowable Expenses for Mileage and Food/Beverage**
 Effective January 1, 2023

Mileage

Beginning January 1, 2023 - \$0.655

Food/Beverage

If you are hosting a Safe Routes to School meeting or training and are thinking about serving food, we strongly encourage you to serve healthy refreshments rather than a meal. If a meal must be served, the event timing must meet the Timing Requirements below. Meetings that do not meet the Time Requirements do not qualify for reimbursement at the meal rate. Refreshments may be served at the qualifying rate below. All expenses and required receipts must be reported using the SRTS Non-Personnel Expense Detail and Meeting Summary Form in order to be reimbursed. Receipts are required for all meals.

Regular Rates:

<u>Activity</u>	<u>Per Person</u>	<u>Timing Requirements</u>
Breakfast	\$9.75	Travel begins before 6:00 a.m. <u>and</u> extends past 8:30 a.m.*
Lunch	\$9.75	Travel begins before 11:30 a.m. <u>and</u> extends past 2 p.m.*
Dinner	\$22.00	Travel begins before 5:30 p.m. <u>and</u> extends past 8 p.m.*

Michigan Select Cities/Counties Rate:

Only the cities/counties listed below* qualify at this rate. All other cities/counties use the Regular Rates

<u>Activity</u>	<u>Per Person</u>	<u>Timing Requirements</u>
Breakfast	\$11.75	Travel begins before 6:00 a.m. <u>and</u> extends past 8:30 a.m.*
Lunch	\$11.75	Travel begins before 11:30 a.m. <u>and</u> extends past 2 p.m.*
Dinner	\$28.00	Travel begins before 5:30 p.m. <u>and</u> extends past 8 p.m.*

Refreshments at SRTS Meetings

If you are hosting a Safe Routes to School meeting or training and are considering serving refreshments, you must meet the timing requirements and per person rate outlined below. Meetings and trainings that do not meet the Time Requirements do not qualify for reimbursement of any food or beverage. We encourage you to serve healthy refreshments whenever possible. Receipts are required for all purchases. To be reimbursed for refreshments, use the **SRTS Meeting Summary Form** found here: <https://saferoutesmichigan.org/award-recipient-reporting-materials/>

If you are hosting an all-day meeting and meals are essential, please contact Max Fulkerson at mfulkerson@michiganfitness.org or 517-908-3832 for pre-approval and requirements.

Regular Rates:

Regular	Per Person Rate	Time Requirements
Refreshment/Snacks	\$4.00	AM Breaks – meeting must begin at 8 am or earlier and end at noon or later. PM Breaks - meeting must begin at noon or earlier and extend to 4 pm or later.

Select Cities/Counties Rates:

Select Cities/Counties	Per Person Rate	Time Requirements
Refreshments/Snacks	\$5.00	AM Breaks – meeting must begin at 8 am or earlier and end at noon or later. PM Breaks - meeting must begin at noon or earlier and extend to 4 pm or later.

***Select Cities/Counties**

Ann Arbor	Auburn Hills
Beaver Island	Detroit
Grand Rapids	Grand Traverse County (all)
Holland	Leland
Mackinac Island	Oakland County (all)
Petoskey	Pontiac
South Haven	Traverse City
Wayne County (all)	

Lodging - Available nightly at State rate of \$85.00, or call Conlin Travel 877.654.2179

****If the State of Michigan changes the allowable rates reimbursement would be the current rate.**