



Michigan Supreme Court

Finance Department
Michigan Hall of Justice
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Elizabeth A. Barber
Director

MEMORANDUM

DATE: January 3, 2017

TO: The Justices
All Staff

FROM: Beth Barber

RE: Judiciary Travel Rates Effective January 1, 2017

We were recently notified by the Department of Technology, Management & Budget of travel rates for executive branch employees, effective January 1, 2017. The mileage rate will remain at \$0.360 per mile for the standard rate, which is based on the state's cost to operate a mid-sized vehicle, and will decrease from \$0.540 to \$0.535 per mile for the premium rate, which is the rate approved by the Internal Revenue Service and the Michigan Civil Service Commission. The lodging rate will remain at \$75, and there are no changes to the meal rates. Additional out-of-state select cities have been added. The updated travel rates and select city list are attached. If you have any questions, please contact Jo Ellen Weller at 517-373-5543 or wellerj@courts.mi.gov.

Attachments

JUDICIARY
STANDARDIZED TRAVEL RATES
EFFECTIVE 01/01/2017

MICHIGAN SELECT CITIES/COUNTIES

Ann Arbor, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, South Haven, Traverse City, Oakland County, Wayne County

LODGING*	\$75.00
BREAKFAST**	10.25
LUNCH**	10.25
DINNER**	24.25

IN-STATE ALL OTHER

LODGING*	\$75.00
BREAKFAST**	8.50
LUNCH**	8.50
DINNER**	19.00

GROUP MEETINGS (includes tip/delivery) \$11.50

OUT-OF-STATE SELECT CITIES
(see listing)

Contact Conlin Travel

LODGING*	Actual Supported by Receipts
BREAKFAST**	\$13.00
LUNCH**	13.00
DINNER**	25.25

OUT-OF-STATE ALL OTHER

Contact Conlin Travel

LODGING*	Actual Supported by Receipts
BREAKFAST**	\$10.25
LUNCH**	10.25
DINNER**	23.50

INCIDENTAL COSTS PER DAY (per overnight stay) \$5.00

MILEAGE

PREMIUM Rate	\$0.535 per mile
STANDARD Rate	\$0.360 per mile

* PLUS TAXES

** INCLUDES TIPS and TAX

NOTE: Travel vouchers should be submitted to supervisors at a minimum on a monthly basis, within one week of the end of the month for which the travel voucher is submitted.

**JUDICIARY
SELECT CITY LIST
EFFECTIVE 01/01/2017**

Michigan Select Cities/Counties	
City	County
Ann Arbor, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, South Haven, Traverse City	All of Oakland and Wayne

Out-of-State Select Cities/Counties	
State	City/County
Arizona	Phoenix, Scottsdale, Sedona
California	Los Angeles (Los Angeles, Orange, and Ventura Counties, Edwards AFB), Eureka, Arcata, McKinleyville, Mammoth Lakes, Mill Valley/San Rafael/Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park
Colorado	Aspen, Steamboat Springs, Telluride, Vail
Connecticut	Bridgeport/Danbury
District of Columbia	Washington, D.C.
Florida	Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Key West
Idaho	Sun Valley/Ketchum
Illinois	Chicago (Cook and Lake Counties)
Louisiana	New Orleans
Maine	Bar Harbor
Maryland	Montgomery and Prince George's Counties, Baltimore City, Ocean City
Massachusetts	Boston (Suffolk), Burlington, Cambridge, Woburn, Martha's Vineyard
Minnesota	Minneapolis/St. Paul (Hennepin and Ramsey Counties)
Nevada	Las Vegas
New Mexico	Santa Fe
New York	Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens, Staten Island), Riverhead, Ronkonkoma, Melville
Pennsylvania	Bucks County, Pittsburgh
Rhode Island	Bristol, Jamestown, Middletown/Newport (Newport County), Providence
Texas	Austin, Dallas, Houston (L.B. Johnson Space Center)
Utah	Park City (Summit County)
Vermont	Manchester, Montpelier, Stowe (Lamoille County)
Virginia	Alexandria, Falls Church, Fairfax, Arlington and Fairfax Counties
Washington	Port Angeles, Port Townsend, Seattle