



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

January 22, 2018

Dear Local Official:

Subject: 23rd Annual Michigan Traffic Safety Summit Local Agency Scholarships

The Michigan Department of Transportation (MDOT) is pleased to announce the availability of funds for local agency use to attend the 23rd Annual Michigan Traffic Safety Summit. The Summit will be held at the Kellogg Hotel and Conference Center in East Lansing, Michigan, from March 20 to 22, 2018.

MDOT will provide reimbursement for local agencies to send one employee to the Summit. Expenses eligible for reimbursement include registration, lodging, meals, and mileage costs associated with attending the Summit. There is a maximum of 50 scholarships available to all municipalities, county road commissions and tribal agencies in the State of Michigan. 10 of the Scholarships will be saved for Traffic Incident Management participants from Public Agencies.

The Summit is designed to bring together representatives from all areas of traffic safety – Enforcement, Engineering, Education, and Emergency Medical Services (the 4 E's). The Summit presents a mix of general session speakers and breakout sessions aimed at the many areas of traffic and safety and traffic incident management. Along with the engineering breakout sessions on **The Innovation of Roundabouts: Thinking Outside the Circle, Local Agency Safety Program Info, Traffic Safety Sampler, Traffic Incident Management Sampler, Traffic Incident Management and Development of Pedestrian and Bicycle Risk Models for Statewide Use in Reducing Fatal and Serious Injuries**, this year's summit will also include topics such as:

- Re-engaging Law Enforcement;
- The Future of Crashes in Michigan;
- Drugged Driving;
- No Excuse! Incorporating Core Values, Accountability, and Balance Into Your Life and Career;
- Operation Ghost Rider;
- Safe Routes and Safe Schools;
- The Human Missile: Why Seat Belts Matter in the Back Seat.

Requirements for reimbursement are:

1. Register online at <https://www.train.org/mi-train/> to attend the Summit no later than February 26, 2018. Contact Heidi Spangler for registration information details.
2. To request reimbursement, you must notify MDOT after the Summit by contacting Heidi Spangler no later than Friday, March 16, 2018, and provide attendee name, agency, telephone number, and email address. Reimbursement can be directed to the attendee or the attendee's agency, but not both.

3. Attendee or attendee's agency must be registered to receive payments from the State of Michigan through the Office of Financial Management. Registration takes only a few minutes and can be completed online at www.michigan.gov/cpexpress. Individual attendees wishing to be reimbursed must be registered using their social security number as their tax ID number. Social security numbers must be provided for reimbursement to individuals in order to ensure accurate transfer of funds.
4. Complete the enclosed travel voucher and **email or mail it, along with all receipts**, to Heidi Spangler, spanglerh@michigan.gov or MDOT Safety Programs (B220), 425 W. Ottawa Street, Lansing, Michigan 48933. Requests **must be postmarked no later than Friday, June 1, 2018**. Items allowable for reimbursement include:
 - a. **Registration.** On or prior to February 26, 2018, registration is \$95 per person. After February 26, 2018, registration is \$135. For additional information, please visit www.michigan.gov/ohsp and select Safety Summit. *NOTE: MDOT will reimburse attendees a maximum of \$95 for registration.*
 - b. Actual **mileage** driven from the attendee's work place to and from the conference site at the 2018 IRS premium mileage rate of \$0.535.
 - c. Two nights' lodging*, supported by receipts at a maximum of \$80 per night, plus tax. Hotel reservations may be made for the Kellogg Center by calling 517-432-4000 using group code 1803TRAFSA by February 16, 2018. Additional rooms are available at Candlewood Suites (517-351-8181) by mentioning the Traffic Safety Summit by March 5, 2018. See enclosed registration packet for further information.
 - d. **Meal*** costs not included in the Summit registration fee will be covered. Alcoholic beverages will not be reimbursed. **Meals not included in the registration fee are dinners for March 20-22, 2018, and lunch on March 22.** The maximum meal reimbursement rate for dinner is \$19.00 per meal. **Itemized receipts shall be included.** The meal reimbursement rate for breakfast and lunch is \$8.50 each. **Attendees traveling more than 140 miles one way to the conference site are eligible for one additional night of lodging and corresponding meal reimbursement.*

If you have any questions or would like to notify MDOT you will be attending the Summit, please contact Heidi Spangler at spanglerh@michigan.gov or 517-335-1187.

Sincerely,



Mark W. Bott
Engineer of Traffic and Safety, Design Division

Enclosures

cc: H. Spangler

BOD:DD:HS:lv