



STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
LANSING

GRETCHEN WHITMER  
GOVERNOR

PAUL C. AJEGBA  
DIRECTOR

January 21, 2020

Dear Local Official:

Subject: 25th 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 25th Annual Michigan Traffic Safety Summit. The Summit will be held at the Kellogg Hotel and Conference Center in East Lansing, Michigan, on March 10 and 11, 2020.

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, metropolitan planning organizations, rural task forces, and tribal agencies in the State of Michigan. Ten 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 sessions, there will be breakout sessions on:

- **Winter Safety Strategies: The Nature of Crash Danger**
- **Zero the Hero: Discussion on Getting to Zero Fatalities**
- **Michigan's Work Zone Safety Task Force: Advancing our Culture and Practices to put Safety First in Michigan's Work Zones**
- **Ideas for the Future: Research Sampler**
- **Traffic Incident Management (TIM) Sampler**

This year's summit will also include topics such as:

- Discussion on the 20<sup>th</sup> Anniversary of the Seat Belt Law
- EMS Initial Triage
- Victory of Critical Injury: Hazards Present for Emergency Responders
- Effective Social Media Strategies
- Protected Bike Lanes: How Safety Are They?

Requirements for reimbursement are:

1. Register online at <https://www.train.org/mi-train/> to attend the Summit no later than February 21, 2020. Contact Heidi Spangler for registration information details.
2. To request reimbursement, you must notify MDOT before the Summit by contacting Heidi Spangler no later than Friday, March 6, 2020, 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 <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.

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](mailto: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, 2019. Items allowable for reimbursement include:
  - a. **Registration.** On or prior to February 21, 2020, registration is \$95 per person. After February 21, 2020, registration is \$135. For additional information, please visit [www.michigan.gov/ohsp](http://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 workplace to and from the conference site at the 2020 IRS premium mileage rate of \$0.575.
  - c. Two nights of lodging\*, supported by receipts at a maximum of \$85 per night, plus tax. Hotel reservations may be made for the Kellogg Center by visiting [www.kelloggcenter.com](http://www.kelloggcenter.com) or by calling 800-875-5090 using group code **2003SAFETY** by February 7, 2020. Additional rooms are available at Candlewood Suites (517-351-8181) by mentioning the Traffic Safety Summit by February 24, 2020. 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 10 and 11, 2020**. The maximum meal reimbursement rate for dinner is \$19.00 per meal. **Itemized receipts shall be included**. The meal reimbursement rate

Local Official  
Page 3  
January 21, 2020

for breakfast and lunch is \$8.50 each. *\*Attendees traveling more than 90 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](mailto:spanglerh@michigan.gov) or 517-335-1187.

Sincerely,



Mark W. Bott  
Engineer of Traffic and Safety

Enclosures

BOFS:TSMO:HS:lv

cc: T. Kratofil M. Geib G. Brunner S. Shaughnessy

## Instructions for Completing Travel Expense Voucher

### 2020 Michigan Traffic Safety Summit

Item	Description:
1	Fill in the agency name.
2	Fill in the name of the person attending the Summit.
3	Fill in your agency's vendor ID if your agency is to be reimbursed. If you would like to be reimbursed individually, you <b>must</b> register to receive payments online at <a href="https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService">https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService</a> Please contact Heidi Spangler at 517.335.1187 or SpanglerH@michigan.gov with questions.
4	Fill in the date you completed the reimbursement form.
5	Provide the mailing address where payment should be sent.
6	Provide the title of the person attending the Summit.
7	Fill in the date(s) the attendee was at the Summit.
8	Fill in one day per line.
9	Provide a description of activities for that date. Example - Day one may include Travel and Day 1 of the Summit.
10	Provide hour of departure.
11	Provide hour of return.
12	Provide the actual miles driven per day. Mileage can only be claimed to/from your agency's office; tribal governments, not from home. This is the # Miles column.
13	The total amount of mileage reimbursement will auto calculate under the Total Miles column. The current IRS business mileage rate <b>(\$0.575)</b> , in dollars per mile.
14	Provide the amount requested for hotel stays. <b>Receipts are required.</b> A <b>maximum</b> of <b>\$85 plus</b> tax per night will be reimbursed.
15	Provide the amount requested for meals. <b>Itemized receipts must be submitted.</b> Alcohol will not be reimbursed. Neither breakfast nor lunch will be reimbursed for March 10th or 11th. These meals are provided as part of registration. Reimbursement for breakfast and lunch is <b>\$8.50</b> per meal. Reimbursement for dinner is <b>\$19.00</b> per meal. To be reimbursed for breakfast, travel must commence before 6AM. To be reimbursed for dinner, travel must extend beyond 8PM.
16	Fill in registration cost. A <b>maximum</b> of \$95 for registration will be reimbursed.
17	Fill in any incidental costs, i.e.. bridge fare.
18	The daily total costs will be auto calculated in the daily total column.
19	The grand total will be auto calculated based on your daily total amounts.
20	Indicate whether the reimbursement will be directed toward the attendee or their agency. If an individual would like to be reimbursed rather than the agency please contact Heidi Spangler at 517.335.1187 or SpanglerH@michigan.gov
21	Provide any comments regarding costs/reimbursement.

## 2020 Michigan Traffic Safety Summit Pricing:

- If registered BY February 21: \$95
- If registered AFTER February 21: \$135

### To register as a participant

- Go to <http://www.train.org/mi-train>
- Enter login name and password then select the *Login* button
- At the top right corner Click the Search (magnifying glass) icon and in the "Search TRAIN" box enter course number **1088073** for the Michigan Traffic Safety Summit
- Select the 2020 Michigan Traffic Safety Summit
- Select the green *Register* tab at the top right corner
- Select the *Add* buttons to add breakfast and lunch choices for each day
- If attending the Tuesday evening networking event, select the *Add* button for that event as well
- Select *Next* at the top of the page
- Select *Next* again
- Verify information for accuracy and select *Submit* at the top of the page
- A confirmation box will pop up, select *Continue*
- This will open a new window for the State of Michigan Payment Processing Center
- If a special code has been assigned, enter it at this time and select *Continue*
- If no special code has been assigned, leave this box blank and select *Continue*
- Enter an MCOLES number, if applicable (Law enforcement officers must input MCOLES number), select *Continue*
- Verify additional information for accuracy, select *Continue*
- Select who is responsible for payment and select *Continue*

### SELECT ONE OF THE THREE OPTIONS FOR PAYMENT:

1. If you are **NOT** a State of Michigan employee, you **MUST** select the Credit Card option

- Select credit card and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Select *Pay by Credit Card* or *Pay by Electronic Check* and select *Next*
- Enter billing information and credit card information or routing and account numbers and select *Next*
- Confirm payment information and select *Pay Now*
- Print the Conference Payment Information for your records
- Registration is complete

2. State employees that are not with the Michigan State Police **MUST** select the *Invoice* option

- Select invoice and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Registration is complete
- An invoice will be emailed to the address that was provided with this account
- This invoice must be paid with 10 days with an IET document (Please use Event Type 14IN, Department 551, Account Template 5514500NHTSA, Program Code 451130, Dept. Obj. 6082, Program Period 4520PM)

3. Michigan State Police employees **MUST** select the *Journal Voucher* option

- Select journal voucher and *Continue*
- Enter your SIGMA coding elements and select *Continue*
- Verify student registrant information and select *Continue*
- Verify the additional information and select *Continue*
- Registration is complete

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET**

**VEHICLE AND TRAVEL SERVICES (VTS)  
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED  
EMPLOYEES  
Effective January 1, 2020**

**MICHIGAN SELECT CITIES \***

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	\$85.00	\$85.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

**MICHIGAN IN-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	\$85.00	\$85.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00
<b>Per Diem</b>	<b>\$87.00</b>	
Lodging	\$51.00	
Breakfast	\$ 8.50	
Lunch	\$ 8.50	
Dinner	\$19.00	

**OUT-OF-STATE SELECT CITIES \***

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

**OUT-OF-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50
<b>Per Diem</b>	<b>\$97.00</b>	
Lodging	\$51.00	
Breakfast	\$10.25	
Lunch	\$10.25	
Dinner	\$23.50	

**Incidental Costs (per overnight stay) \$5.00**

**Mileage Rates**

Premium Rate	\$0.575 per mile
Standard Rate	\$0.340 per mile

\*See Select High Cost City Listing

\*\*Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
VEHICLE AND TRAVEL SERVICES (VTS)  
SELECT HIGH COST CITY LIST**

**TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES EFFECTIVE  
October 1, 2019**

**Michigan Select Cities / Counties**

Cities	Counties
Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse Oakland Wayne

**Out of State Select Cities / Counties**

State	City / County	State	City / County
Arizona	Phoenix, Scottsdale, Sedona	Maryland	Baltimore City, Ocean City (Counties of Montgomery & Prince Georges)
California	Los Angeles (Counties Los Angeles, Orange, Mendocino & Ventura) Edwards AFB, 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	Massachusetts	Boston (Suffolk County), Burlington Cambridge, Woodburn Martha's Vineyard
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
Connecticut	Bridgeport, Danbury	Nevada	Las Vegas
DC	Washington DC, Alexandria, Falls Church, Fairfax (Counties of Arlington & Fairfax in Virginia) (Counties of Montgomery & Prince George's in Maryland)	New Mexico	Santa Fe
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West	New York	Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens and Staten Island), Melville, New Rochelle, Riverhead, (Suffolk County), Ronkonkoma, Tarrytown, White Plains
Georgia	Brunswick, Jekyll Island	Ohio	Cincinnati
Idaho	Ketchum, Sun Valley	Pennsylvania	(Bucks County) Pittsburgh
Illinois	Chicago (Cook & Lake Counties)	Rhode Island	Bristol, Jamestown, Middletown, Newport (Newport County), Providence
Kentucky	Kenton	Texas	Austin, Dallas, Houston, LB Johnson Space Center
Louisiana	New Orleans	Utah	Park City (Summit County)
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	Vermont	Manchester, Montpelier, Stowe (Lamoile County)
		Virginia	Alexandria, Falls Church, Fairfax
		Washington	Port Angeles, Port Townsend, Seattle
		Wyoming	Jackson, Pinedale