



## Wayne County Indigent Defense Services Dept.

### **Standardized Travel Policy and Procedure**

The Standardized Travel Policy and Procedure issued by the Wayne County Indigent Defense Services Department (IDSD) has been established to provide a fair and equitable means for reimbursing individuals for necessary indigent defense business travel expenses. In no way should travel expense reimbursements be viewed as a source of supplemental income or profit to the individual, vendor, or contractor. It is not the intent of this policy to describe all possible terms and conditions under which funds may be expended and reimbursed for travel purposes. If any provision herein is contrary to the terms of any Wayne County or Michigan Indigent Defense Commission existing policy or procedure, those provisions shall prevail.

The following list is a summary of the most critical requirements and limitations for vendor travel.

#### 1. Requirements for Reimbursement

A vendor profile must be on file with the Indigent Defense Services Department. Refer to the applicable Wayne County IDSD Vendor Profile Policy located under Policies and Procedures on the IDSD website.

#### 2. Preapproval

Anticipated travel expenses in excess of 100 miles of in-state travel must be preapproved. Out of state travel expenses must be preapproved in accordance with MIDC and Wayne County guidelines. (Necessary travel related expenses, supported by receipts, should be itemized on the Request for Payment form. Travel will only be reimbursed by means of the Request for Payment form along with the Investigator/Expert Mileage Reimbursement Form and accompanying maps).

#### 3. Hourly Rate

Travel time will be compensated at ½ of the hourly rate.



## Wayne County Indigent Defense Services Dept.

### 4. Meals\*

Meals shall not exceed the per diem meal rate and are reimbursable with receipts. Gratuities are not to exceed 20% of the total per diem rate for each meal. Use the table below to find the correct rate for per diem meals for IDSD vendor travel.

<u>Meal</u>	<u>Amount</u>
Breakfast	\$14
Lunch	\$16
Dinner	\$29

### 5. Mileage

Vendors will be reimbursed for mileage when using privately owned vehicles on a per-mile basis as issued by the Internal Revenue Service.

Maintenance related charges (e.g., gasoline, lubrication, repairs, antifreeze, towage, etc.) will not be allowed as reimbursable items when privately-owned vehicles are used.

The Investigator/Expert Mileage Reimbursement form must be completed. Required information includes the traveler's name, reason for trip, origin or starting point of trip, destination of trip, date, miles traveled, and the calculation of cents per mile. The form must be signed by the vendor. A map utilizing a mapping program such as Google, MapQuest or Bing must be used for accuracy and accompany the Vendor Mileage Reimbursement Form detailing the miles traveled.

Both the mileage form and map must be submitted with a Request for Payment form. Refer to the instructions on the mileage form for details. All mileage reimbursements will be processed according to the Department's procedure.

Personal travel reimbursement is not permitted.

### 6. Rental Cars\*

Rental cars are allowable only in extenuating circumstances and must be authorized by the IDSD. The reason for the car rental must be explained at the time of the request. Once approved, the vendor must reserve the rental car using their own credit card. Gasoline is reimbursable. All liability for the rental car shall be the vendor's responsibility.

*\* Allowable when the travel exceeds 100 miles or travel includes an overnight stay*



## Wayne County Indigent Defense Services Dept.

### 7. Parking Charges

Reimbursement for parking charges, when free parking is not available, is allowable with the submission of original receipts. Reimbursement for meter parking will be paid without receipts if such amounts are reasonable. Charges for valet service are the responsibility of the vendor and are not reimbursable. Parking costs incurred in connection with overnight travel are reimbursable. Inappropriate parking charges (parking violations) are the responsibility of the vendor and are not reimbursable.

### 8. Toll Fees

Toll Fees may be reimbursed with a copy of the original receipt.

### 9. Taxi/Chauffeur/Shuttle Services/Rideshare\*

Rideshare, Taxi and Shuttle services are reimbursable. Chauffeur services are not reimbursable.

### 10. Ferry Services

Reimbursement for the cost of travel by ferry is allowed if there is no other mode of less costly transport to reach the destination.

### 11. Air Travel\*

- Airline reservations made far in advance generally provide substantial discounts and thus considerable savings for IDSD. It is strongly encouraged that vendors secure the lowest rate. The vendor shall make airline reservations using his/her personal credit card and seek reimbursement upon completion of the travel. Approval of the travel request should be obtained prior to making any airline reservations.

All air travel must be reserved in coach class and tickets must be fully refundable. No in-state air travel will be authorized without prior approval. In the event a companion will be accompanying the vendor, companion travel expenses are not reimbursable. In the event travel plans are changed after a ticket has been reserved or issued, every effort should be exhausted to avoid cancellation fees where possible. If flight changes during a trip are required, the traveler should obtain a reissue of the ticket (rather than a new ticket), to retain the benefit of any promotional fare. If a non-refundable ticket cannot be used as planned, the ticket must be submitted to the IDSD with a Request for Payment and an explanation of the extenuating circumstances.

- Baggage fees are reimbursable at a rate of 1 piece of personal luggage per trip. Overweight



## Wayne County Indigent Defense Services Dept.

or additional bag fees are not reimbursable, however fees for business related materials are allowed with a receipt and detailed explanation.

- Reimbursement for travel on privately owned aircraft is prohibited.

*\* Allowable when the travel exceeds 100 miles or travel includes an overnight stay.*

### 12. Rail Transportation\*

Travelers must book commercial rail travel at the lowest available fare. The vendor shall make rail reservations using his/her personal credit card and seek reimbursement upon completion of the travel. Private accommodations and bar cars will not be reimbursed. In the event a companion will be accompanying the vendor, companion travel expenses are not reimbursable.

### 13. Hotel Reservations\*

The vendor shall use his/her credit card to make the hotel reservation. The reservation must be under the vendor's name or business name as stated on the vendor's profile or the individual who is identified as the business owner on the tax ID.

When making reservations for hotel rooms, the lowest single occupancy room rate will be approved. Any cost above this rate shall be the responsibility of the vendor. Only the room cost and tax, if applicable, are reimbursable. Meal costs in excess of the per diem rate and personal expenses, such as cleaning, honor bar, movies, laundry service and personal phone calls are not reimbursable. Amenities such as a special view, hot tubs and deluxe rooms are not reimbursable.

*\* Allowable when the travel exceeds 100 miles or travel includes an overnight stay*

### 14. Acceptable Receipts

The following receipts are acceptable:

- Original receipt/Digital receipt or a legible copy of the original receipt (PDF format only)

### 15. Additional Reimbursable/Non-Reimbursable Expenses

Vendors may be reimbursed for the following miscellaneous travel expenses:

- o air freight for business purposes
- o business office expenses (fax, copy services, etc.)



## Wayne County Indigent Defense Services Dept.

- o internet usage charges (if remote access has been pre-approved)
- o overnight delivery/postage

Vendors will NOT be reimbursed for the following miscellaneous expenses (this list is not exhaustive):

- airline club membership dues
- alcoholic beverages
- baby-sitting
- barbers and hairdressers
- clothing (i.e., socks, pantyhose)
- credit card delinquency fees/finance charges
- expenses for travel companions/family members/spouses
- expenses related to vacation or personal days while on trip
- golf fees
- gum, candy or tobacco products
- health club facilities, saunas, massages
- in-flight telephone charges
- laundry/valet services
- loss/theft of personal funds or property
- medical bills incurred during domestic travel
- movies (including in-flight and hotel in-house movies)
- “no-show” charges for hotel or car service
- parking or traffic tickets
- personal accident insurance
- personal entertainment, including sports events
- personal toiletries
- personal postage costs, postcards
- routine automobile maintenance/tune-ups/car washes
- souvenirs/personal gifts

### 16. Forms

All forms can be found on the Wayne County Indigent Defense Services Department website.