



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES  
LANSING

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## Private Agency Travel Guide for Child Welfare Training Institute Trainings

Issued September 1, 2009  
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This guide provides travel reimbursement information from the Office of Workforce Development and Training, Child Welfare Training Institute (CWTI). This information applies to foster care and adoption training and does not apply to family preservation or Bureau of Child and Adult Licensing (BCAL) training. Please visit <http://www.michiganchildwelfaretraining.com/Training/Travel.aspx> for access to the Michigan Standardized Travel Regulations, as well as the forms needed to obtain the state rate for lodging and to request an exception for a weekend overnight stay.

### TRAININGS APPROVED FOR TRAVEL REIMBURSEMENT

- Pre-Service Institute (PSI)
- Program Specific Transfer Training (PSTT)
- Child Welfare Supervisor Training
- PRIDE

In-service or agency-administered trainings are **not** approved for travel reimbursement.

### TRAVEL

CWTI will reimburse mileage at the private agency's rate or the current State of Michigan standard rate, whichever is less. All travel must be by the most direct route to and from the official workstation to training location unless traveling from the trainee's home will result in less mileage. Reimbursement will not be allowed for travel between a trainee's home and official workstation. Arrival and departure times must be documented. Reasonable vicinity miles may be claimed for travel from a hotel to the training location to a restaurant and back.

### LODGING

For trainees who must travel over 50 miles (one way per map mileage), CWTI will reimburse overnight lodging at the private agency's rate or the current State of Michigan standard rate, whichever is less.

### EXCEPTION REQUEST FOR WEEKEND OVERNIGHT LODGING

Reimbursement for lodging is approved when arriving on Sunday for training scheduled for Monday and extends through Thursday, departing on Friday after the training. Overnight lodging for Friday and Saturday nights requires **pre-approval** from CWTI.

If a trainee will be lodging for an extended period of time for multiple day trainings and the trainee's travel is more than 500 miles round trip, an exception request must be submitted to CWTI. To request an exception, the private agency must submit a cost benefit analysis no later than two weeks before the training date that explains how allowing the trainee to stay overnight on a weekend will save the state money. Submit the cost benefit analysis to Ruth Barnhill at [BarnhillR@michigan.gov](mailto:BarnhillR@michigan.gov).

If an exception request is approved, the approval notification must be attached along with the DHS-1582 forms and receipts.

**This travel guide replaces the travel information contained in the February 19, 2009 "New Registration Process" letter.**

## MEALS

Effective July 1, 2012 meals will not be reimbursed, as they are included in the per diem payments made for completion of training. All questions related to per diem payments should be directed to: [BrownM1@michigan.gov](mailto:BrownM1@michigan.gov).

## RECEIPTS

Original receipts are required for all qualifying expenses related to travel. If it is required by the private agency to retain original receipts, a copy of the itemized receipt is acceptable only when submitting a certifying letter verifying accurate totals and explaining why original receipts are not being provided.

## REQUIRED FORMS

Please visit <http://www.michiganchildwelfaretraining.com/Training/Resources/Forms.aspx> for access to the most recently revised travel voucher forms.

### Non State Employee Travel Voucher (DHS-1582-TV-NSE)

When completing this form, use the following:

2. Agency Number is 431-60130.
11. Specify training attended (i.e. FC PSI, Adoption PSTT, FC Supervisor, etc.).
15. Enter the number of map miles traveled rounding to the nearest whole mile. **Attach MapQuest printout.**
16. Premium mileage does not apply.
17. Enter the total for the miles traveled multiplied by the reimbursement rate. For example, if you traveled 65 miles and if the reimbursement rate is .390, the total would be \$25.35 (calculated by multiplying 65 by .390).
18. Enter the actual lodging cost, including tax, but not exceeding the current state rate. Receipts for lodging expenses are required when reimbursement is requested.
- 19.-20. Meal reimbursements do not apply.
21. Itemize and identify dollar amounts of the other expenses, such as bus fare, parking, or bridge tolls. Attach receipts.
- 27-34. Completed by CWTI staff.

### Payment Voucher (DHS-1582)

It is necessary that all Non-State Employee Travel Vouchers (DHS 1582-TV-NSE) have a Payment Voucher (DHS-1582) attached from the agency. A certification letter must be attached to the Payment Voucher. Do not write in Box 12. Do not write in Boxes 16 thru 36. These spaces are reserved for central office use only. Contact information can be entered in Box 15 as Name / Phone Number / Email Address.

### Certification Letter

A certification letter **on agency letterhead** is required from the agency certifying that all travel receipts and totals from the Travel Voucher have been audited and are accurate.

Sample language and information needed:

DATE

MAILING ADDRESS OF RECIPIENT

Our agency is requesting reimbursement for payment(s) made to the agency employee(s) listed below for travel expenses while attending MDHS/CWTI training.

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Trainee Name(s)                      Dates of Training                      Name of Class                      Amount Paid

Must be specific, i.e. FC PSI,  
Adoption PSTT, FC Supervisor,  
etc.

Total: Provide total for all expenses—should match the total on the Payment Voucher.

Federal ID#:

I certify that the above employee(s) have been paid the amounts stated above and in accordance to the state of Michigan Standardized Travel Regulations for reimbursement for travel expenses while attending MDHS/CWTI training on the above dates.

\_\_\_\_\_  
Agency Certifying Signature

\_\_\_\_\_  
Date

### **SUBMITTING FORMS**

The following forms must be included in the travel reimbursement request packet:

- Signed certification letter on agency letterhead.
- DHS-1582.
- DHS 1582 TV-NSE for each trainee.
- MapQuest printouts.
- All original receipts.
- Transcript showing the training completed by each trainee.

When multiple trainees attend training, each trainee must complete a DHS 1582 TV-NSE, attach receipts, and submit to his or her agency account representative for auditing. The agency must attach all forms and documentation together to a DHS 1582 with the cumulative total in box 20. It is important to assure that all vouchers are completed accurately. Improper or incomplete vouchers may be returned and require resubmission, delaying payment.

Mail Payment Vouchers with required forms and documents to:

**Michigan Department of Human Services  
Office of Workforce Development and Training  
Attn: Ruth Barnhill  
7109 W. Saginaw, 3<sup>rd</sup> Floor  
Lansing, MI 48917**

### **FISCAL YEAR END**

The state fiscal year starts October 1 and ends September 30 of the following year. For example, fiscal year 2013 starts October 1, 2012 and ends September 30, 2013. When submitting travel reimbursement vouchers for travel that started before fiscal year end and overlaps the start of a new fiscal year (September 30, 2012 and into October 1, 2012), then the DHS 1582 and DHS 1582 TV NSE vouchers will need to reflect the separate years. To do this, submit one voucher reflecting the travel reimbursement request ending September 30, 2011 and send a second voucher reflecting the travel reimbursement request beginning October 1, 2011.

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