



Michigan Supreme Court

Finance Department
Michigan Hall of Justice
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Elizabeth A. Barber
Director

MEMORANDUM

DATE: December 20, 2018

TO: The Justices
All Staff

FROM: Beth Barber

RE: Judiciary Travel Rates Effective January 1, 2019

We were recently notified by the Department of Technology, Management & Budget of travel rates for executive branch employees, effective January 1, 2019. The mileage rate will remain at \$0.340 per mile for the standard rate, which is based on the state's cost to operate a mid-sized vehicle, and will increase from \$0.545 to \$0.580 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 increase from \$75 to \$85 for all stays on or after January 1, 2019. There are no changes to the meal rates. In addition, there are some changes to the select city/county list, most notably the addition of Grand Traverse County. The updated travel rates and select city/county 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 01/01/2019

MICHIGAN SELECT CITIES/COUNTIES

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

LODGING*	\$85.00
BREAKFAST**	\$10.25
LUNCH**	\$10.25
DINNER**	\$24.25

IN-STATE ALL OTHER

LODGING*	\$85.00
BREAKFAST**	\$ 8.50
LUNCH**	\$ 8.50
DINNER**	\$19.00

GROUP MEETINGS (includes tip/delivery) \$11.50

OUT-OF-STATE SELECT CITIES/COUNTIES

(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 overnight stay) \$ 5.00

MILEAGE

PREMIUM Rate	\$0.580 per mile
STANDARD Rate	\$0.340 per mile

*PLUS TAXES

**INCLUDES TIP and TAX

NOTE: Travel expense reimbursements 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 expense reimbursement is submitted.

JUDICIARY

**SELECT CITY/COUNTY LIST
EFFECTIVE 01/01/2019**

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

Out-of-State Select Cities/Counties	
State	City/County
Arizona	Phoenix, Scottsdale, Sedona
California	Los Angeles (Los Angeles, Orange, Mendocino, and Ventura Counties), 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
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail
Connecticut	Bridgeport, Danbury
District of Columbia	Washington, D.C., Alexandria, Falls Church, Fairfax (Arlington and Fairfax Counties in Virginia, Montgomery and Prince George's Counties in Maryland)
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West
Georgia	Brunswick, Jekyll Island
Idaho	Ketchum, Sun Valley
Kentucky	Kenton
Louisiana	New Orleans
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford
Maryland	Baltimore City, Ocean City (Montgomery and Prince George's Counties)
Massachusetts	Boston (Suffolk County), Burlington, Cambridge, Woburn, Martha's Vineyard
Minnesota	Duluth, 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), Melville, New Rochelle, Riverhead (Suffolk County), Ronkonkoma, Tarrytown, White Plains
Ohio	Cincinnati
Pennsylvania	Pittsburgh (Bucks County)
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
Washington	Port Angeles, Port Townsend, Seattle
Wyoming	Jackson, Pinedale