

MCCBOA Survey Travel Policy Requested by HFCC

College	Do you use a meal per diem or reimburse actual costs?	If actual costs, do you cap the reimbursement?	If per diem, what is the basis for the per diem (i.e., GSA rates)?	If per diem, are there alternate rates for certain cities (i.e., Washington DC, New York)?	Do you reimburse tips for luggage and/or housekeeping?
Kellogg	Per Diem	N/A	GSA	Yes	Yes, with receipts
Kirtland	Actual	No	N/A	N/A	Yes
Mid Michigan	Actual	Yes, GSA	N/A	N/A	No
Montcalm	Actual	No	N/A	N/A	Reviewing
Grand Rapids	Actual	No (reasonable)	N/A	N/A	Yes
Saint Clair	Per Diem	N/A	GSA	Yes	No (GSA Inc.)
North Michigan	Per Diem	N/A	GSA	Yes	No (GSA Inc.)
Monroe	Actual	No (reasonable)	N/A	N/A	Yes
Wayne County	Per Diem	N/A	IRS	No	Luggage only
Macomb	Both (Employee Choice)	No	GSA	No	Yes
Gogebic	Per Diem	N/A	GSA	Yes	No
Kalamazoo Valley	Per diem	N/A	IRS High-Low Substantiation Method	Yes	Luggage only
Delta	Per Diem	N/A	GSA	Yes	Yes
Schoolcraft	Actual	No	N/A	N/A	Yes
Lansing	Per Diem	N/A	GSA	Yes	No (GSA Inc.)
Lake Michigan	Moving to Per Diem	N/A	GSA	Yes	No (GSA Inc.)
Southwestern	Actual	No	N/A	N/A	Yes
Washtenaw	Both (Employee Choice)	Yes (Per Diem Rates)	GSA	No	Yes
Henry Ford	Per Diem	N/A	GSA average	No	No (GSA Inc.)