

**MUNISING TOWNSHIP
TRAINING, MEAL ALLOWANCE AND MILEAGE POLICY**

Munising Township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

Travel to and from statutory meetings, attending training, as necessary in conducting Township business shall be reimbursed at the following rates:

1. Mileage: Current federal rate per mile when the employee/official uses their personal vehicle. <https://www.irs.gov> Mileage is paid from the Munising Township Hall to destination and back.
2. Meal Allowance: When attendance is 4 hours or longer, including travel time, meal allowance shall be paid at the current federal reimbursement rate. <https://www.gsa.gov/travel/plan-book/per-diem-rates/mie-breakdown> Meal allowance is not paid if the meal(s) are included in the training.

Examples:

- A. Training is from 9 am until 12 pm and is located one hour away. Required time away from the hall is 5 hours, so a lunch meal allowance shall be paid.
 - B. Training is from 9 am until 3 pm and is located one hour away. Required time away from the hall is 8 hours, so a lunch and dinner meal allowance shall be paid.
 - C. Election workers are required to spend 12 + hours on election day at the hall, so full day meal and incidentals expense rate shall be paid.
3. Training: Training is paid per hour, not including travel time.