CLEMIS

Travel and Expense Reimbursement Policy

of the

COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM (CLEMIS) AUTHORITY

(as of August 20, 2026)

ARTICLE I
PURPOSE AND SCOPE OF POLICY

1.1. The Courts and Law Enforcement Management Information System (CLEMIS) Authority (the "**Authority**") takes seriously its stewardship of public resources. Authority funds should be used only when there is a direct and documented business benefit to the Authority. This policy (this "**Policy**") establishes the requirements for authorization, payment, and reimbursement of travel expenses and other business expenses incurred by employees, members of the executive committee of the Authority (the "**Executive Committee**"), and Contractors acting on behalf of the Authority.

1.2. The Authority will reimburse only actual, necessary, reasonable, allowable, and properly documented expenses that are incurred for an authorized Authority Business purpose and that comply with this Policy, applicable contracts, applicable grant requirements, and the approved budget. Expenses that are unnecessary, unreasonable, excessive, insufficiently documented, outside the approved budget, not pre-approved when pre-approval is required, or inconsistent with law, regulation, contract, grant terms, or this Policy may be denied.

1.3. This Policy applies to the following persons when incurring expenses for Authority Business:

(a) employees;

(b) members of the Executive Committee;

(c) Contractors, consultants, and Contractor employees, but only when reimbursement is expressly allowed by contract or written authorization; and

(d) other individuals specifically authorized in writing by the chief operating officer of the Authority (the "**COO**") to incur reimbursable expenses.

1.4. When a contract, grant agreement, collective bargaining agreement, Oakland County-inherited agreement, or other written agreement imposes more restrictive requirements than this Policy, the more restrictive requirement shall control. If Contractor expense terms are silent or inconsistent, reimbursement should not be made until the Authority confirms the applicable contract term or issues written authorization consistent with this Policy.

1.5. This Policy does not affect conditions of employment of employees under collective bargaining agreements.

ARTICLE II
DEFINITIONS

2.1. For purposes of this Policy, the following definitions apply:

(a) "**Authority Business**" means work, travel, meetings, training, conferences, site visits, or other activities expressly authorized for the benefit of the Authority.

(b) "**Contractor**" means a contractor, consultant, vendor, or contractor employee performing services under a contract with the Authority.

(c) "**Itemized Receipt**" means a receipt showing the vendor, date, amount, type of expense, and item(s) purchased.

(d) "**Local Travel**" means travel that does not require an overnight stay and occurs within the normal service area or within a distance determined by the Authority.

(e) "**Non-Local Travel**" means travel that requires an overnight stay, air travel, or travel outside the normal service area.

(f) "**Per Diem**" means a daily allowance for meals and incidentals, generally based on the applicable State of Michigan Department of Technology, Management, and Budget ("**DTMB**") travel rates, unless the Authority approves another rate.

(g) "**Traveler**" means any employee, member of the Authority Board, member of the Executive Committee, Contractor, or other authorized person incurring expenses under this Policy.

ARTICLE III
RESPONSIBILITIES

3.1. Travelers are responsible for confirming that an expense is reimbursable before incurring it, obtaining required pre-approval, using public funds prudently, submitting timely reimbursement requests, and providing complete documentation.

3.2. Supervisors are responsible for confirming that travel and expenses are necessary, reasonable, allowable, correctly coded, within budget, and properly documented before approval. In cases of a member of the Authority Board or a member of the Executive Committee requesting a reimbursable expense, authorization must be received from the chair of the Executive Committee before sending to the COO or his or her designee for approval.

3.3. The COO or his or her designee is responsible for approving exceptions and travel requiring higher-level authorization under this Policy.

3.4. Contractors are responsible for ensuring that their travel is contractually allowable, pre-authorized, and supported by invoice and voucher documentation.

3.5. As a government entity, the Authority is not subject to pay Michigan sales tax, and some other states allow exemption from payment of sales tax. Travelers should make every effort to avoid the payment of sales tax. The Michigan Sales and Use Tax Certificate of Exemption is available on the Authority's website.

3.6. Travelers shall not approve their own expenses under this Policy.

ARTICLE IV
REQUIRED PRE-APPROVAL

4.1. Pre-approval is required before incurring the following expenses:

(a) overnight travel;

(b) air travel;

(c) conference registration, training, and professional development travel;

(d) hotel accommodations;

(e) rental vehicles;

(f) travel advances;

(g) any Contractor travel or reimbursable Contractor expense; and

(h) any expense expected to exceed the approved budget or applicable rate limits.

4.2. Travel requests should identify the business purpose, destination, date(s), estimated cost, conference or meeting agenda (when applicable), and whether any meals or lodging are included in registration. Travel requests should be submitted sufficiently in advance to allow proper review and to secure economical rates. A suggested minimum is one (1) week before the first travel day, unless circumstances make that impractical.

ARTICLE V
ELIGIBLE EXPENSES

5.1. Eligible expenses must be directly related to Authority Business, reasonable in amount, supported by required documentation, and approved as required.

5.2. Eligible expenses are limited to:

(a) transportation, subject to Article VIII;

(b) lodging, subject to Article IX;

(c) meals and incidentals, subject to Article X;

(d) conference, training, workshop, registration, and required event fees;

(e) business-related telephone, internet, or similar charges when directly necessary to Authority Business; and

(f) other expenses specifically approved in advance that directly support the Authority's business purpose.

ARTICLE VI
NON-REIMBURSABLE EXPENSES

6.1. The following expenses are not reimbursable:

(a) personal portions of any trip or expense;

(b) expenses for spouses, family members, friends, children, childcare, pets, or other non-authorized individuals;

(c) alcoholic beverages;

(d) entertainment, including movies, theater, sporting events, golf, spa, gym, cultural events, or similar personal entertainment;

(e) political or charitable contributions or attendance at partisan political events;

(f) fines, penalties, parking tickets, moving violations, late fees, or other charges resulting from violations or avoidable delays;

(g) personal automobile expenses other than approved mileage, such as fuel, maintenance, repairs, insurance, damage claims, or depreciation;

(h) laundry, dry cleaning, clothing, haircuts, personal sundries, in-room snack bar/mini-bar items, or other personal services;

(i) travel insurance, unless specifically required and approved in advance;

(j) expenses reimbursed or paid by another entity;

(k) cancellation charges caused by failure to timely cancel reservations unless the cancellation was caused by Authority Business or circumstances approved by the Authority;

(l) additional costs caused by indirect routes, personal convenience, unnecessary early departure, extended stay for personal reasons, or use of a more expensive travel option without approval;

(m) any expense that is non-reimbursable pursuant to law or another Authority policy; and

(n) any expense that is not reasonable, allowable, allocable, adequately documented, budgeted, or properly approved.

ARTICLE VII
ADMINISTRATIVE CONTROLS AND DOCUMENTATION

7.1. A standard travel expenditure form or reimbursement request should be used for all reimbursements unless the expense is paid directly to a vendor or through another approved accounts payable process.

7.2. Approved expenditures and reimbursement requests should be submitted within thirty (30) calendar days after the expense is incurred. The Authority may implement a shorter internal processing target, such as submission within ten (10) days after month-end to support month-end close and audit documentation.

7.3. Each reimbursement request must include the amount, date, vendor, type of expense, business purpose, funding source or account code (when known), and approval evidence.

7.4. Itemized Receipts must be provided for all expenses, except approved Per Diem amounts or expenses where receipts are not normally available. If a receipt is unavailable, the Traveler must provide a written explanation.

7.5. Receipts should be annotated to identify the business purpose, meeting or event, and names/organizations/titles of others included in the expense when a meal or grouped expense is claimed.

7.6. When a receipt includes non-reimbursable items, the reimbursable items must be clearly identified and the non-reimbursable amount excluded.

7.7. Expenses for only one Traveler should be included on a reimbursement form, unless one Traveler paid expenses for other authorized Travelers. If other Travelers are included, their names and business purpose must be documented.

7.8. Electronic approval is acceptable if it provides a reliable record of the approver, date, and approved expense or report.

ARTICLE VIII
TRANSPORTATION

8.1. Travelers must use the most economical mode and class of transportation reasonably consistent with scheduling needs, safety, availability, and Authority Business requirements. Travelers incurring expenses based on personal preference are responsible for paying any additional costs.

8.2. Travel should be planned far enough in advance to obtain reasonable fares. Higher costs caused by late booking or indirect routes may be denied if not justified by Authority Business.

8.3. Personal travel added to a business itinerary must not increase Authority cost. Any additional cost is the Traveler's responsibility.

8.4. *Air Travel*.

(a) Air travel is limited to the lowest available airfare considering total cost and time unless a written exception is approved in advance. Round-trip tickets shall be secured if practical and economical.

(b) Reimbursement of the baggage fee for one piece of personal luggage is allowed; reimbursing for overweight or additional baggage fees is not allowed. Reimbursing baggage fees for business-related materials is allowed with a receipt and written explanation.

(c) Reimbursement for using privately-owned aircraft is prohibited.

8.5. *Rail Transportation*.

(a) Rail transportation is limited to the lowest available fair.

8.6. *Ground Transportation*.

(a) Personal vehicle mileage is reimbursed in accordance with DTMB Per Diem rates.

(b) Mileage documentation must include the date, starting location, ending location, business purpose, and miles driven. Mileage reimbursement begins at greater than fifty (50) miles from the point of origin that business day (residence or workplace).

(c) Rental cars require pre-approval and should be mid-size or smaller, unless more Travelers, equipment, safety, or business needs justify a larger vehicle. Rental costs should be compared to taxis, rideshare, shuttle, or public transportation.

(d) Taxi, rideshare, shuttle, toll, bridge, baggage handling, and parking fees may be reimbursed when reasonable, necessary, and documented.

(e) If a personal vehicle is used instead of air travel for overnight or long-distance travel, reimbursement may be limited to the lower of the mileage cost or the comparable cost of airfare and related ground transportation unless a written business reason supports the personal vehicle use.

(f) Mileage for commuting between home and the normal work station is not reimbursable.

ARTICLE IX
LODGING

9.1. Lodging must be reasonable, necessary, safe, and near the Authority Business location.

9.2. Travelers should request government, conference, group, or other discounted rates when available.

9.3. Lodging is generally limited to DTMB rates.

9.4. Lodging is generally limited to the minimum number of nights required to conduct Authority Business.

9.5. Lodging within a fifty (50)-mile radius of the Authority's normal work location or the Traveler's residence should not be reimbursed unless approved in advance because of multi-day events, safety, schedule, emergency conditions, or another business reason.

9.6. Lodging reimbursement is limited to the single-occupancy rate when a Traveler shares a room with a spouse, family member, friend, or other person who is not separately authorized to travel for Authority Business.

9.7. Lodging charges must be supported by a hotel bill, receipt, invoice, or similar documentation. Incidental charges that are personal or otherwise non-reimbursable must be excluded.

ARTICLE X
MEALS AND INCIDENTALS

10.1. Meals and incidental expenses should be reimbursed in accordance with DTMB rates unless the Executive Committee, the chief executive officer of the Authority (the "**CEO**"), the COO or his or her designee, grant terms, contract terms, or another applicable rule establishes a more restrictive rate.

10.2. For overnight travel, Per Diem may be paid at seventy-five percent (75%) of the daily rate on the first and last travel days and one-hundred percent (100%) for full travel days unless the Authority adopts a different method.

10.3. Itemized Receipts are not required for approved Per Diem. Receipts are required when reimbursement is based on actual meal costs.

10.4. Meals included in conference registration, lodging, or another paid event cost may not also be claimed as Per Diem or actual meal reimbursement.

10.5. Incidental expenses included in the Per Diem allowance (*e.g.*, tips for hotel service staff) are not reimbursable.

10.6. Alcohol is not reimbursable under any circumstances.

10.7. Local meal reimbursement should be limited to meals directly connected to Authority Business and should include the business purpose and attendees. Otherwise, meals within a fifty (50)-mile radius of the Authority's normal work location or the Traveler's residence should not be reimbursed unless approved in advance.

10.8. The Authority will reimburse the CEO and the COO for approved, necessary, and reasonable business hosting expenses if such activities are directly related to Authority Business.

10.9. Expenses for refreshments/snacks for office and specific events requires the approval of the COO or his or her designee.

10.10. The Authority may recognize the efforts of its employees with group recognition functions. However, discretion should be used, and all events should be reviewed for appropriateness prior to the occasion.

10.11. Authority funds may be used to cover non-food related costs of a hosted event. Care must be taken to select the most reasonable options available when planning a hosted event.

ARTICLE XI
ACCOUNTING, GRANT, AND AUDIT CONTROLS

11.1. Costs charged to grants, restricted funds, or contract-specific funding sources must comply with the funding source requirements. If those requirements are more restrictive than this Policy, the more restrictive requirements apply.

11.2. Costs may not be charged to a grant, contract, or restricted source until the cost has been determined allowable under the award, contract, applicable law, and this Policy.

11.3. Unallowable costs must be segregated from allowable costs so that they are not charged to grants, contracts, or other restricted funding sources.

11.4. Financial reports, reimbursement requests, and supporting documentation should be retained in accordance with the Authority's Record Retention and Management Policy and be available for audit, fiscal monitoring, public records, or other required review.

11.5. If an expense involves a federal award, documentation should support that the cost is reasonable, allowable, allocable, consistently treated, properly approved, and incurred within the period of performance.

ATTACHMENT A

REIMBURSEMENT REQUEST CHECKLIST

Use this checklist before approving or payment any reimbursement request.

Complete	Review item	Notes
☐	Expense has a clear Authority Business purpose.	
☐	Expense was pre-approved when required.	
☐	Expense is within approved budget or funding source limits.	
☐	Expense is reasonable, allowable, allocable, and properly coded.	
☐	Itemized Receipt or acceptable written explanation is attached.	
☐	Per Diem claim excludes meals already provided or included in registration/lodging.	
☐	Mileage claim includes date, business purpose, start/end location, and miles.	
☐	Lodging is supported by hotel bill and is limited to business portion and single occupancy rate when applicable.	
☐	Contractor reimbursement is allowed by contract or written authorization.	
☐	Contractor invoice separates reimbursable expenses from labor/professional fees.	
☐	Grant- or contract-funded costs comply with the more restrictive requirements.	
☐	Request was submitted within the required timeline.	
☐	Approvals are documented and retained.	