



CITY COMMISSION TRAVEL EXPENSE COMMITTEE AGENDA

TUESDAY, FEBRUARY 4, 2025
6:00 PM

**CITY HALL
COMMISSION CHAMBERS
10 NORTH DIVISION STREET
BATTLE CREEK, MICHIGAN**

- A. CALL TO ORDER/ROLL CALL
- B. PUBLIC COMMENT
- C. APPROVAL OF MINUTES
 - I. July 16, 2024
- D. TRAVEL EXPENSE REQUEST FOR COMMISSIONER SIMMONS FOR THE NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT CONFERENCE (NAHRO)
- E. COMMITTEE COMMENTS
- F. ADJOURNMENT

The City of Battle Creek will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered in the meeting upon notice to the City of Battle Creek. Individuals with disabilities requiring auxiliary aids or services should contact the City of Battle Creek by writing or calling the following:

*Victoria L. Houser
Office of the City Clerk
P. O. Box 1717
Battle Creek, MI 49016
(269) 966-3348 (Voice/TDD)*

**CITY COMMISSION TRAVEL EXPENSE COMMITTEE
CITY HALL
COMMISSION CHAMBERS
10 N. DIVISION ST.
BATTLE CREEK, MICHIGAN
TUESDAY, July 16, 2024
6:00 PM**

Members Present: Commissioners Jake Smith and Sherry Sofia

Members Absent: Commissioner Jenasia Morris

Staff Present: Aaron Kuhn, Revenue Services Director: Victoria Houser, City Clerk: Ted Dearing, Assistant City Manager

Purpose: Travel expenses for Commissioners Roger Ballard and Jenasia Morris to attend the MML 2024 Annual Convention.

Call to Order: Mr. Kuhn called the meeting to order at 6:00 PM.

Public Comment: Barry Wayne Adams and Autumn Smith expressed disagreement with the travel expenses for Commissioners.

Approval of Minutes: Comm. Smith, supported by Comm. Sofia, made a motion to approve the meeting minutes of the City Commission Travel Expense Committee for February 6, 2024. All yes, none opposed. Motion approved.

Travel Expense of Commissioners Ballard and Morris:

The Committee reviewed the following expenses submitted by Commissioners Ballard and Morris to attend the 2024 Michigan Municipal League Annual Convention: Finance has reviewed the expense requests and has no concerns.

Comm. Smith, supported by Comm. Sofia, made a motion to approve the travel expenses of Commissioners Ballard and Morris in the amount of \$475.16 each. All yes. Motion carried.

Committee Comments: None

Adjournment: Meeting was adjourned at 6:07 PM.

Out of State Travel Request Form 2025

INSTRUCTIONS:

- Prior approval is required for all travel (and/or expenditures of personal funds on City business) to protect both you and the City.
- Identify all who will accompany you on this occasion.
- Unless no City costs will be incurred, necessary funds must be available from the budget account; otherwise, a discussion with the City Manager must determine the financing plan prior to the submission of this request form.

HAVE YOU ATTACHED?

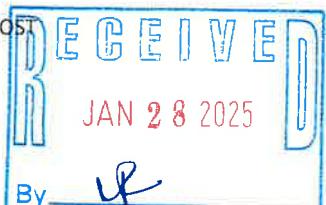
<input checked="" type="checkbox"/>	REGISTRATION INFORMATION
<input checked="" type="checkbox"/>	AGENDA
<input checked="" type="checkbox"/>	HOTEL (info only/no reservation needed)
<input checked="" type="checkbox"/>	FLIGHT
<input checked="" type="checkbox"/>	PER DIEM & MAPQUEST
N/A	RENTAL CAR
N/A	OTHER

ITEMIZED ESTIMATED EXPENSES

Registration	\$445.00	✓
→ Lodging _____ nights @ \$ _____	N/A	
Mileage _____ miles @ .070 *riding with BCHC Board President	N/A*	
Parking/Tolls	N/A	
Airfare	\$258.96	✓
Taxi (to/from hotel/airport)	N/A	
Rental Car	N/A	
Meals:		
Full day per diem:		
_____ days X \$ _____/day		
Prorata per diem:		
2 Breakfast @ \$24.30	\$48.60	✓
4 Lunch @ \$27.50	\$110.00	✓
3 Dinner @ \$40.20	\$120.60	✓
total meals	<u>279.20</u>	

Other - EXPLAIN Baggage (35x2) 70.00

TOTAL COST \$983.16



For: Commissioner Christopher Simmons ✓
(Print or type Name)

Of: Battle Creek City Commission
(Department)

To: Washington DC ✓
(Destination)

Date(s): March 8-12, 2025 ✓
(on, or From-To)

Purpose: Attend National Association of Housing and ✓
Redevelopment Conference (NAHRO)

Will be accompanied by or will accompany:
Battle Creek Housing Commission (BCHC) Board President

Total estimated cost of trip including any registration fees or prepayments: \$ 983.16

Expenditures to be charged to Account Number:
181010 - GL 101.01.2010.801.350 - Registration - 445.00
(303.90) GL 101.01.2010.801.360 - Airfare, Meals - 608.16

NOTE: In order for Finance to approve, there must be BUDGET available in the LINE ITEMS of the account number(s) above.

Proposed Means of Transportation: Riding with BCHC Board President
Airplane

Signatures:

See Attached Email Request 1/22/2025

Requestor R. Henry Date 1/28/25

Department Head R. Henry Date 1/28/25

Funds are available in the budget accⁿ above: FBK

Finance Initial FBK

Approved Conditionally Disapproved

R. Henry R. Henry R. Henry

City Manager R. Henry Date 1/31/25

Conditions: Pending the Travel Expense Committee approval

3 SCANNED

Patricia Worden

From: Patricia Worden on behalf of Ted E. Dearing
Sent: Wednesday, January 22, 2025 12:28 PM
To: Patricia Worden
Subject: FW: National Association of Housing and Redevelopment Officials (NAHRO) Conference

Patti Worden

Executive Assistant

City of Battle Creek
City Manager's Office

10 North Division Street Rm 206
Battle Creek, Michigan 49014
Ph- 269.966.3378
Ex- 1203

psworden@battlecreekmi.gov



<http://www.battlecreekmi.gov>

From: Christopher C. Simmons <ccsimmons@battlecreekmi.gov>
Sent: Wednesday, January 22, 2025 11:57 AM
To: Ted E. Dearing <TEDearing@battlecreekmi.gov>
Cc: markbehnke@aol.com
Subject: National Association of Housing and Redevelopment Officials (NAHRO) Conference

Ted,

I am interested in attending the National Association of Housing and Redevelopment (NAHRO) Conference in Washington, DC on March 10-12 on behalf of the City Commission. A delegation from the Battle Creek Housing Commission is going and their director Lee Talmage believes it would be beneficial for a representative from the City Commission to attend along with them as guest.

Along with the breakout sessions we would be meeting one-on-one with our Congressional Delegation in their offices to engage on housing issues facing our community.

I am requesting \$224 (current estimate) for roundtrip airfare, \$445 guest conference attendance fee, and meal per diem from the Commission Travel Expense Committee. My wife will also be attending as the current BCHC board president, and I would share a room with her saving that expense. Given the housing crisis our community faces I believe it would be productive for me to attend, and I would provide an after-action report to the Commission.

Thank you for the consideration.

--Chris

Christopher Simmons

Ward 4

**City of Battle Creek
City Commission**

10 North Division Street
Battle Creek, Michigan 49014

ccsimmons@battlecreekmi.gov

<http://www.battlecreekmi.gov>



Mission for Battle Creek City Government

To ensure a safe, prosperous and culturally enriched community.

Vision for Battle Creek City Government

We envision Battle Creek as an extraordinary community where
people choose to live, work and play.

EVENTS - NAHRO.ORG

Registration

CLICK HERE TO REGISTER

<https://my.nahro.org/Trainings-Conferences/Meeting-Home-Page?meetingid={98803602-33AC-EF11-B8E9-000D3A5A30C0}>

The **2025 NAHRO Washington Conference** will be held in-person at the Grand Hyatt Washington Hotel, March 10-12. *Virtual participation will not be available.*

CONFERENCE REGISTRATION (for registered attendees and registered guests) includes admission to all plenary and concurrent sessions; continental breakfasts and breaks; receptions; participation in NAHRO's Capitol Hill Day; and access to the conference app. An additional registration fee is required for the add-on **NAHRO Professional Development Seminar** <https://www.nahro.org/events/washington-conference/professional-development-seminars/>.

Advance registration is open thru March 5. After March 5, advance registration will close; on-site registration will open at the conference hotel on Sunday morning, March 9.

CONFERENCE REGISTRATION FEES:

- **MEMBER:**

Early Bird Rate: \$645 – *Register thru January 24*

Regular Rate: \$745 – *Register between January 25 – March 5*

Same-day/On-site Rate: \$845 – *After March 5, advance registration will close; on-site registration will open at the conference hotel on March 9.*

- **NON-MEMBER:** [Join NAHRO now to save with Member rates!](https://www.nahro.org/membership/join/) <https://www.nahro.org/membership/join/>

Early Bird Rate: \$920 – *Register thru January 24*

Regular Rate: \$1020 – *Register between January 25 – March 5*

Same-day/On-site Rate: \$1120 – *After March 5, advance registration will close; on-site registration will open at the conference hotel on March 9.*

- **RESIDENT:** \$445

A resident resides in public housing.

- **GUEST:** \$445

A guest is a spouse/friend, not a co-worker or work colleague

REGISTRATION PAYMENT

Registration fee must be paid in advance before registration will be confirmed. Online registration must be paid by credit card. NAHRO accepts Visa, MasterCard, and American Express.

If you are paying by check, download a **hard copy registration form** <

[https://www.nahro.org/wp-](https://www.nahro.org/wp-content/uploads/2024/12/2025WashConfRegForm_ATTENDEE.pdf)

[content/uploads/2024/12/2025WashConfRegForm_ATTENDEE.pdf](https://www.nahro.org/wp-content/uploads/2024/12/2025WashConfRegForm_ATTENDEE.pdf)>, complete and follow remittance instructions on form. Your registration will not be confirmed until payment is received.

REGISTRATION CONFIRMATION

Advance registration must be received on or prior to **March 5**. You will receive your confirmation as soon as payment is applied.

REGISTRATION CHANGES/SUBSTITUTIONS

Name changes/substitutions **must** be submitted in writing by March 5 and forwarded to NAHRO via e-mail, conferenceregistration@nahro.org.

REGISTRATION CANCELLATION & REFUND POLICY

All conference cancellations must be submitted in writing by February 14 and forwarded to NAHRO via e-mail, conferenceregistration@nahro.org, to receive a refund less a \$75 cancellation fee. **No refunds will be granted after February 14 and NAHRO does not issue credits toward future meetings.** No telephone cancellations will be honored. No refunds will be granted for no-shows.

ON-SITE REGISTRATION HOURS

Name badges may be picked up on-site during the following schedule.

Sunday, March 9: 7:30am – 5:00pm

Monday, March 10: 8:00am – 6:30pm

Tuesday, March 11: 8:00am – 5:00pm

Wednesday, March 12: 8:00am – 10:00am

HOTEL RESERVATION POLICY FOR NAHRO CONFERENCES

Register first...then reserve your room! Conference registration is required prior to making a reservation in the NAHRO room block. Once your registration is confirmed, your registration confirmation will contain a weblink through which to reserve your hotel accommodations on-line in the NAHRO room block. A credit card is required to make a reservation. Phone reservations will not be accepted. Registered attendees are eligible for (1) room in their name in the discounted NAHRO room block. ****Any reservation in the NAHRO room block without a corresponding conference registration will be canceled without notice.****

Requests for reservations at the NAHRO group rate will be accepted for registered conference attendees on a space available basis through February 14 or until the

NAHRO room block is sold out, whichever comes first. Rooms within the NAHRO room block are available on a first-come, first-serve basis.

NAHRO CAPITOL HILL DAY (March 12)

NAHRO's Capitol Hill Day is an opportunity for NAHRO members to go to Capitol Hill and meet with their lawmakers to discuss affordable housing and community development issues in their communities. Hill Day will occur as part of the conference on Wednesday, March 12. NAHRO has partnered with Advocacy Associates, a logistics firm that specializes in Advocacy Day project management. Advocacy Associates will be scheduling congressional meetings on behalf of all NAHRO conference registrants. **This is a free, optional service, for which attendees MUST opt-in.**

Your conference registration confirmation will contain a link for an online registration form to participate in Hill Day and confirm that congressional meetings will be scheduled on your behalf. You must register/opt-in for Hill Day scheduling by March 3. If you do not want congressional meetings scheduled for you, do not register for Hill Day. After March 3, contact Gabriel Smith, NAHRO's Legislative Affairs Analyst, at gsmith@nahro.org, for more information on scheduling meetings.

CEU INFORMATION

Conference attendees will earn 0.6 NAHRO Continuing Education Units (CEUs), regardless of how many plenary or concurrent sessions you attend. NAHRO counts you as an attendee when you check in and pick up your badge. After the conference, CEUs for the conference will be added to your account on the NAHRO Learning Portal. If you are currently NAHRO Certified, you can use these CEUs toward NAHRO recertification. Questions about certification and/or CEUs? Visit www.nahro.org/certification < <http://www.nahro.org/certification> > or email professionaldevelopment@nahro.org.

PHOTO/VIDEO DISCLAIMER

By registering for the 2025 Washington Conference, you agree that your image/voice recording may be used at any time, without further notification, for printed materials, web sites, social media, live-streaming, webcasts and other marketing and educational purposes.

LIABILITY WAIVER/ASSUMPTION OF RISK

All NAHRO conference attendees acknowledge that their participation is completely voluntary and assume all risks associated with attendance at the event. Additionally, all attendees agree, on behalf of themselves, their heirs and assigns, and anyone who might assert a claim on their behalf, to release, indemnify and hold harmless NAHRO, the event venue, NAHRO partners and their respective owners, directors, officers, employees, representatives, heirs and assigns from any and all liability, claims or causes of action that may be released under applicable law arising from or relating to attendance at the event, failure to hold the event as scheduled and any indirect, incidental, consequential, special or exemplary damages. This release includes any claims for

personal injury, disease, death, property loss or any other loss, including but not limited to claims of negligence and any right to seek damages.

CONFERENCE CANCELLATION

In the unlikely event this conference needs to be cancelled, NAHRO will refund 100% of conference registration fees paid. NAHRO assumes no liability for any travel fees, charges, penalties, or any other incidental costs that a registrant might incur as a consequence of a conference cancellation.

We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To request an accommodation or for inquiries about accessibility, please contact Jill Randles, Director of Conferences, at jrandles@nahro.org.

QUESTIONS? Email conferenceregistration@nahro.org

EVENTS - NAHRO.ORG

Agenda at a Glance

Information is subject to change. Click on red links for more information.

Saturday, March 8

6:00pm – 7:00pm

NAHRO Leadership Reception (for committee and board members only)

Sunday, March 9

7:30am – 5:00pm

Conference Registration Open

8:30am – 5:00pm

[Day 1 – Commissioners' Guide to Monitoring and Oversight <](#)

<https://www.nahro.org/events/washington-conference/professional-development-seminars/>>

Optional add-on, pre-registration required.

Lunch on own for attendees

All Day – [NAHRO Pre-conference Leadership Meetings <](#)

<https://www.nahro.org/events/washington-conference/nahro-committee-board-meetings-schedule/>>

Monday, March 10

8:00am – 6:30pm

Conference Registration Open

8:30am – 12:00pm

[Day 2 – Commissioners' Guide to Monitoring and Oversight <](#)

<https://www.nahro.org/events/washington-conference/professional-development-seminars/>>

Optional add-on, pre-registration required.

8:30am – 11:00am

Board of Governors Meeting

Lunch on own for attendees

1:00pm – 1:45pm

First-Time Attendees Overview <<https://www.nahro.org/first-time-attendees-overview-2/>>

2:00pm – 3:45pm

Opening Plenary Session, Part 1 <<https://www.nahro.org/opening-plenary-session-part-1/>>

3:45pm – 4:00pm

Refreshment Break

4:00pm – 5:30pm

Opening Plenary Session, Part 2 <<https://www.nahro.org/opening-plenary-session-part-2-the-washington-report/>>

5:30pm – 6:30pm

Welcome Reception

Tuesday, March 11

8:00am – 5:00pm

Conference Registration Open

8:00am – 9:30am

Continental Breakfast

8:30am – 10:30am

Morning Plenary Session <<https://www.nahro.org/morning-plenary-session-2/>>

10:45am – 12:15pm

Concurrent Sessions:

- *HUD Staff Panel – Public and Indian Housing (PIH) <<https://www.nahro.org/hud-staff-panel-public-and-indian-housing-pih-2/>>*
- *HUD Staff Panel – Fair Housing and Equal Opportunity <<https://www.nahro.org/hud-staff-panel-fair-housing-and-equal-opportunity/>>*
- *It Begins with YOUTH! <<https://www.nahro.org/it-begins-with-youth/>>*

Lunch on own for attendees

1:30pm – 3:00pm

Concurrent Sessions:

- *HUD Staff Panel – Office of Housing and the Rental Assistance Demonstration* <<https://www.nahro.org/hud-staff-panel-office-of-housing-and-the-rental-assistance-demonstration/>>
- *HUD Staff Panel – Community Planning and Development (CPD)* <<https://www.nahro.org/hud-staff-panel-community-planning-and-development-cpd-and-the-low-income-housing-tax-credit-lihtc/>>
- ***Session to be announced***

3:00pm – 3:15pm

Refreshment Break

3:15pm – 5:00pm

Afternoon Plenary Session <<https://www.nahro.org/afternoon-plenary-session-3/>>

5:00pm – 6:00pm

State and Region Caucus Meetings

Wednesday, March 12

NAHRO Capitol Hill Day <<https://www.nahro.org/events/washington-conference/capitol-hill-day/>>

8:00am – 10:00am

Conference Registration Open

8:00am – 9:30am

Continental Breakfast

8:30am – 9:30am

Hill Day Hype Session <<https://www.nahro.org/hill-day-hype-session/>>

9:00am – 5:00pm

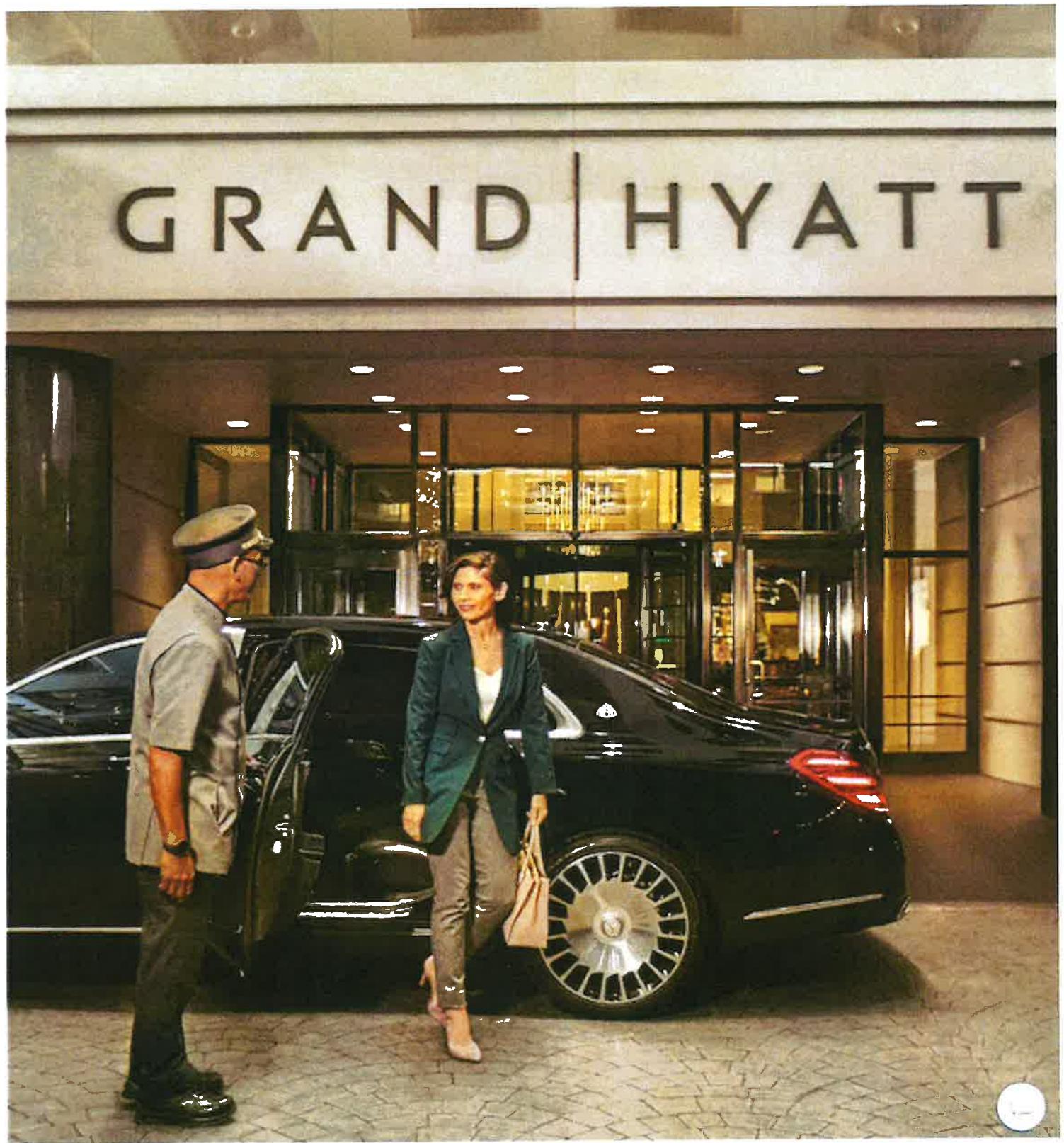
NAHRO Capitol Hill Day Congressional Meetings

Lunch on own for attendees

5:00pm – 7:00pm

Washington Reception

**Conference officially concludes following the Washington Reception*





MEETINGS & EVENTS

Located near Walter E. Washington Convention Center, our hotel offers 39 venues totaling 42,000 square feet for your conference, board meeting, seminar or other meeting. Find your ideal meeting space in downtown Washington, D.C. Our hotel is easy to access via train, air or car.

AMENITIES

Business Services

Concierge

Digital Check-In

Fitness Center

Free Internet Access

Laundry

Meeting Facilities

Valet Parking

Restaurant On-Site

Room Service

1/27/25 - Recall to Grand Hyatt Washington, a Continental
Breakfast is not included with a stay

DESTINATION FEE

A daily destination fee of \$30.00 is applied to each room of your stay in order to provide services and amenities that enhance the guest experience. Please contact the hotel directly for more information.

ACCESSIBILITY AT OUR HOTEL

We are committed to providing equal access and opportunity for individuals with disabilities. The features also make this hotel more accessible for older individuals with changing abilities to ensure a seamless experience. Our overall goal is to improve usability throughout the hotel for all guests.

[Start Over](#)[Trip Summary](#)[Review & Pay](#)[Confirmation](#)

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Trip Summary

Outbound**Change Flight**

DL1454

Sat, Mar 08

3:10pm - 4:45pm

Main

DTW ➤ DCA

Nonstop

1h 35m

Return**Change Flight**

DL2030

Wed, Mar 12

8:15pm - 10:01pm

Main

DCA ➤ DTW

Nonstop

1h 46m

Changeable / Nonrefundable© 2024 Delta Air Lines, Inc.

**UPGRADE**

UPGRADE

UPGRADE**View Seats**

View a map of the plane and select your seats

SELECT SEATS



Statement Credit

+ 10,000 Bonus Miles*



2X



Miles on Delta First Checked Zone 5 Priority
Purchases Bag Free Boarding

\$0 Intro Annual Fee For The First Year, Then \$150

*Statement Credit Issued Approximately 8-12 Weeks After You Make A Delta Purchase On Your New Card In Your First 6 Months. Instant Card Number is Not Guaranteed. See Terms Below.

Rates & Fees

Offer Terms

Benefit Terms

Learn More & Apply Now

Find Out If You're Approved - Before Any Impact To Your Credit Score.

AMEX Statement Credit*

-\$500.00

Total after
statement credit

\$0.00 USD

Amount Due
(1 Passenger)

\$258.96 USD

you could earn.*



[See Terms Below.](#)

Terms and Conditions

SKYMILES EARNING

Delta-marketed or -ticketed flights earn miles based on ticket price (base fare plus any carrier-imposed surcharges). These are approximate miles and Medallion Qualification Dollars earned for the selected itinerary. Miles and MQDs will be posted to your SkyMiles account upon completion of the flight. You will not earn miles or MQDs on Basic Economy fares.

Miles and MQDs are earned by the passengers who are flying and have provided SkyMiles numbers. Promotional bonus miles are not included. Estimates are subject to change. All SkyMiles Program Rules apply.

GENERAL CONDITIONS OF PURCHASE

You agree to accept all Fare Rules, all Trip Extras Terms and Conditions, and all terms in the Contract of Carriage applicable to your ticket (**Domestic** for itineraries entirely within the United States, **Canada** for itineraries between the United States and Canada, or **International** for all other itineraries.)

Once your ticket is purchased, **Risk-Free Cancellation** may apply. No contract exists until you receive confirmation that payment was received and processed.

In addition, you understand that Delta Air Lines will pass personal data provided in connection with this booking to government authorities for security purposes. I accept the [Privacy Policy](#).

View Fare Rules, Change & Cancellation Policies. This ticket is **changeable / nonrefundable**. Fees may apply. If you do not show up for any flight in your itinerary without notifying us or changing/cancelling your flight before it departs, we will cancel all remaining flights in the itinerary and the ticket will have no remaining value.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transaction to your credit card based on the vendors and the products you are purchasing. Amounts may vary depending on the rate of exchange at time of transaction. **Hazardous Materials**, In-Flight services and amenities may vary and are **subject to change**.

For customers that may require additional assistance during travel, please visit [DeltaHelp](#).

<https://www.delta.com/completpurchase/trip-summary?cacheKeySuffix=74ef1c03-0926-453a-ab80-d17467a6a553&cartId=0314f918-796b-4473-897...>

BAGGAGE ALLOWANCE

Final baggage fees will be assessed and charged at time of check in. By making this booking, you understand that flammables, batteries, explosives, and aerosols are prohibited from being included in all baggage. For full details, please review our [Baggage Policy](#).

↗ This link opens another site in a new window that may not follow the same accessibility policies as Delta Air Lines.

© 2025 Delta Air Lines, Inc. | Travel may be on other airlines.

Terms and conditions apply to all offers and SkyMiles benefits. See specific offer for details, and visit [delta.com](#) for more information.



For IRS meal (M&IE) per diem rates by City/State use the web site www.gsa.gov/perdiem; enter the city or zip code. **Print and attach** the per diem rate to the payment voucher or packet.

Breakdown for meal per diem is as follows: *If the City you are looking for on the attached breakdown by City/State is not on the list, use the closest location to your destination.*

\$68.00 - Breakfast \$17.25 - Lunch \$20.50 - Dinner \$30.25

\$74.00 - Breakfast \$19.35 - Lunch \$21.45 - Dinner \$33.20

\$80.00 - Breakfast \$21.35 - Lunch \$23.45 - Dinner \$35.20

\$86.00 - Breakfast \$23.40 - Lunch \$24.40 - Dinner \$38.20

\$92.00 - Breakfast \$24.30 - Lunch \$27.50 - Dinner \$40.20

PERSONAL CREDIT CARDS:

Except for non-overnight stay meal reimbursements, employees are prohibited from using personal credit cards for City transactions. Should an emergency arise and no other form of payment is available in situations other than non-overnight stay meals, employees should be aware that sales tax would not be reimbursed. Sales tax cannot be waived when using a personal credit card. Credit card companies that give incentives (i.e. travel points, etc) for purchases made for City transactions for which an employee receives reimbursement is against IRS guidelines and can be added to the employee's W-2.

OUT OF STATE TRAVEL:

Prior to booking, the City Manager or the Assistant City Manager must approve all out of state travel. An Out of State Travel form (found in the BC Shortcuts – Travel Policy folder on the network) must be filled out and signed by the appropriate persons in the department. The completed Out of State Travel form is then forwarded to the Revenue Services Director in the Finance Department for budget review and approval. **There must be funds available in the account number line item(s) in order for the form to move forward.** Finance will forward the request to the City Manager's office for final approval. **A copy of the final approved Out of State Travel form should be included with all payment requests related to this out of state travel.** The originating department should retain the original approved request.

OVERNIGHT STAYS:

Overnight stays are designated for trips that require driving more than one hour from the employee's work place to the site of the event, or in situations where an employee is required to be present because of officer or delegate status. Any such status should be noted on the request



FY 2025 per diem rates for ZIP Code 20001

Change fiscal year: **or**

[New search](#)

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2024			2025								
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$275	\$196	\$196	\$196	\$196	\$276	\$276	\$276	\$276	\$276	\$183	\$183

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland)	\$92	\$23	\$26	\$38	\$5	\$69.00

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Per diem highlights](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [E-Gov Travel](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

Last reviewed: 2023-12-23

Detroit Metropolitan Wayne County Airport Authority
to 10 N Division St

1 hr 28 min **IRS reimbursement: \$69.47**
103.7 mi

↑ Head toward John D Dingell Dr on William G Rogell Dr. Go for 95 ft.

Then 0.02 mi

↻ Make a U-Turn at John D Dingell Dr onto William G Rogell Dr. Go for 0.4 mi.

Then 0.4 mi

⟲ Keep left onto Merriman Rd. Go for 0.4 mi.

Then 0.4 mi

 Take ramp onto I-94 W toward Chicago. Go for 6.7 mi.

Then 6.7 mi

⟲ Keep left onto I-94 Express Ln toward I-94 Express Ln. Go for 3.2 mi.

Then 3.2 mi

↑ Continue on I-94 W. Go for 89.3 mi.

Then 89.3 mi

 Take exit 98B toward M-66 N/Downtown/Battle Creek onto I-194 N. Go for 3.4 mi.

Then 3.4 mi

↑ Continue on N Division St (M-66). Go for 0.1 mi.

Then 0.1 mi

↗ Turn right onto John W Patterson Way. Go for 125 ft.

Then 0.02 mi

 Turn right. Go for 213 ft.

Then 0.04 mi

 10 N Division St

Battle Creek, Michigan 49014-4004

