



STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

January 11, 2017

Mr. Daniel P. Gilmartin, Executive Director and CEO  
Michigan Municipal League  
1675 Green Rd  
Ann Arbor, Michigan 48105

Dear Mr. Gilmartin:

Subject: 22<sup>st</sup> Annual Michigan Traffic Safety Summit Local Agency Scholarships

The Michigan Department of Transportation (MDOT) is pleased to announce the availability of funds for local agency use to attend the 22<sup>st</sup> Annual Michigan Traffic Safety Summit. The Summit will be held at the Kellogg Hotel and Conference Center in East Lansing, Michigan, from March 21 to 23, 2017

MDOT will provide reimbursement for local agencies to send one employee to the Summit. Expenses eligible for reimbursement include registration, lodging, meals, and mileage costs associated with attending the Summit. There is a maximum of 50 scholarships available to all municipalities, county road commissions and tribal agencies in the State of Michigan. 10 of the Scholarships will be saved for Traffic Incident Management participants.

The Summit is designed to bring together representatives from all areas of traffic safety – Enforcement, Engineering, Education, and Emergency Medical Services (the 4 E's). The Summit presents a mix of general session speakers and breakout sessions aimed at the many areas of traffic and safety and traffic incident management. Along with the engineering breakout sessions on **Innovative Signals and Driver Behavior, Municipal Traffic Control 101, Traffic Safety Sampler, Traffic Incident Management Sampler, Traffic Incident Management and Coordination in Mackinaw County, and Toward Zero Deaths, More than Just a Slogan**, this year's summit will also include topics such as:

- Distracted driving as an addiction,
- Adaptive traffic signals,
- How teen development affects driving,
- Drugged driving enforcement strategies for commercial motor vehicles, and
- Why fatalities are increasing.

Requirements for reimbursement are:

1. Register online at <https://mi.train.org> to attend the Summit no later than February 27, 2017. Contact Heidi Spangler for registration information details.
2. To request reimbursement, you must notify MDOT after the Summit by contacting Heidi Spangler no later than March 17, 2017, and provide attendee name, agency, telephone number, and email address. Reimbursement can be directed to the attendee or the attendee's agency, but not both.
3. Attendee or attendee's agency must be registered to receive payments from the State of Michigan through the Office of Financial Management. Registration takes only a few minutes and can be completed online at [www.michigan.gov/cpexpress](http://www.michigan.gov/cpexpress). Individual attendees wishing to be reimbursed

must be registered using their social security number as their tax ID number. Social security numbers must be provided for reimbursement to individuals in order to ensure accurate transfer of funds.

4. Complete the enclosed travel voucher and **email or mail it, along with receipts**, to Heidi Spangler, [spanglerh@michigan.gov](mailto:spanglerh@michigan.gov) or MDOT Safety Programs (B220), 425 W. Ottawa Street, Lansing, Michigan 48933. Requests must be postmarked no later than June 1, 2017. Items allowable for reimbursement include:
  - a. **Registration.** On or prior to February 27, 2017, registration is \$85 per person. After February 27, 2017, registration is \$125. For additional information, please visit [www.michigan.gov/ohsp](http://www.michigan.gov/ohsp). *NOTE: MDOT will reimburse attendees a maximum of \$85 for registration.*
  - b. Actual **mileage** driven from the attendee's work place to and from the conference site at the 2017 IRS premium mileage rate of \$0.54.
  - c. Two nights' **lodging\***, supported by receipts at a maximum of \$80 per night, plus tax. Hotel reservations may be made for the Kellogg Center by calling 517-432-4000 using group code 1703TRAFFF by February 17, 2017. Additional rooms are available at the University Quality Inn (517-351-1440) or the Candlewood Suites (517-351-8181) by mentioning the Traffic Safety Summit by February 27, 2017. See enclosed registration packet for further information.
  - d. **Meal\*** costs not included in the Summit registration fee will be covered. Alcoholic beverages will not be reimbursed. **Meals not included in the registration fee are dinners for March 21-23, 2017.** The maximum meal reimbursement rate for dinner is \$19.00 per meal. **Itemized receipts shall be included.** *\*Attendees traveling more than 140 miles one way to the conference site are eligible for one additional night of lodging and corresponding meal reimbursement. The meal reimbursement rate for breakfast and lunch is \$8.50 each.*

If you have any questions or would like to notify MDOT you will be attending the Summit, please contact Heidi Spangler at [spanglerh@michigan.gov](mailto:spanglerh@michigan.gov) or 517-335-1187

Sincerely,



Mark W. Bott  
Engineer of Traffic and Safety, Design Division

Enclosures

BOHD:DD:HS:lv

cc: M. Van Port Fleet      K. Schuster  
    B. Wieferich          S. Shaughnessy