



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

# Request for Travel Support to Attend the 2022 Regional Areas of Concern Conference

**Submission Deadline: Tuesday, May 10, 2022**

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) is administering funding to assist local representatives from the U.S. and binational Great Lakes Areas of Concern (AOC) in attending the regional AOC conference being held May 25-26, 2022 in Muskegon, Michigan. Travel support is intended for members of local AOC advisory councils and other partners supporting the AOC process. It is our goal to support one representative from each of the 31 U.S. AOCs.

**Funding is limited and will only be authorized after submission and approval of this request form.**

- The request must be submitted by the **chair of the AOC advisory committee** or the **state AOC coordinator** and include a letter of support naming the person(s) to be reimbursed. The letter should indicate which representative will be primary.
- The representative or organization will be required to register as vendors with the [Michigan Statewide Integrated Governmental Management Application \(SIGMA\)](#) to receive payment.
- Funding will be limited to the amount approved in advance by EGLE and will be provided on a reimbursement basis after submittal of all itemized receipts and a completed travel reimbursement form. Eligible expenses include lodging and applicable fees and taxes, meals, least-cost transportation option, incidentals (e.g., tolls) and the conference registration fee.
- Travel funding may be requested for more than one representative from an AOC. However, we request a single proposal and a single reimbursement request per AOC. Priority will be given to supporting travel from as many AOCs as possible, and preference will be given to requests demonstrating efficient travel and lodging arrangements (e.g., carpooling, minimized lodging expense, etc.). In the event more than one representative is approved, we ask that the primary representative submit and receive the total reimbursement.
- Reimbursements will be up to the maximum allowed for eligible expenses. Please note that meals provided during the conference are not eligible for reimbursement. The provided meals are breakfast and lunch on May 25, and breakfast on May 26, 2022.

**Maximum amounts eligible for reimbursement:**

Registration	\$ 95.00
Breakfast	\$ 8.50
Lunch	\$ 8.50
Dinner	\$ 19.00
Mileage (per mile)	\$ 0.36
Lodging	\$ 96.00
Hotel tax (approx.)	\$ 16.00

**Requested By:**

AOC: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Maximum Amount Requested: \$ \_\_\_\_\_

Individual(s) who will receive support: \_\_\_\_\_  
(If support is sought for more than one attendee, please provide justification below.)

Explanation of expenses expected to be incurred:

Who will be submitting the reimbursement request: \_\_\_\_\_

**Please return completed form by Tuesday, May 10, 2022**

By email to:

[PassickK@Michigan.gov](mailto:PassickK@Michigan.gov)

Or by mail to:

Michigan Department of Environment, Great Lakes, and Energy  
Great Lakes Management Unit/AOC Conference Travel Support  
P.O. Box 30458  
Lansing, MI 48909-7958

If you need additional information, please contact:

Kimberly Passick

Phone: 517-331-8776

Email: [PassickK@Michigan.gov](mailto:PassickK@Michigan.gov)

**Notification of Application status will be given no later than May 13, 2022.**