

Book	Policy Manual
Section	600 Finances
Title	Travel Reimbursement - Federal Programs
Code	626.1
Status	First Reading
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### **Authority**

**The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.**[1][2][3]

### **Definition**

**For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.**[1]

### **Delegation of Responsibility**

**School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.**[4][5]

**The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent or designee.**

### **Guidelines**

**Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's nonfederally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations.**[1][4][5]

**Mileage reimbursements shall be at the rate approved by the Board for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Board.**

- 1. If the destination is less than 120 miles away and the event is a single day event, then there would not be overnight accommodations approved. Lodging is not to exceed \$350 per night.**
- 2. Mileage will be paid based on the IRS rate and require the submission and approval of a mileage reimbursement form.**
- 3. Airfare is not reimbursable.**

- 4. Establish a per diem amount for meals not to exceed \$75 per day and requirement of receipts and/or credit card statements.**
- 5. At no time will alcoholic beverages be reimbursable.**
- 6. All travel outside of 50 miles needs to be submitted through MLSchedules.**

**All travel costs must be presented with an itemized, verified statement prior to reimbursement. [2][3].**

**In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:[1][4][5]**

- 1. Participation of the individual is necessary to the federal award.**
- 2. The costs are reasonable and consistent with the district's established policy.**

Legal

[1. 2 CFR 200.474](#)

[2. 24 P.S. 516.1](#)

[3. 24 P.S. 517](#)

4. Pol. 004

5. Pol. 331