UNIONVILLE-CHADDS FORD SCHOOL DISTRICT

SECTION: FINANCES

TITLE: TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS

ADOPTED: August 15, 2016

REVISED:

	626.1. TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS
1. Authority 2 CFR Sec. 200.474	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.
2. Definition 2 CFR. Sec. 200.474	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.
3. Delegation of Responsibility Pol. 004, 331	School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses. The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent or designee.
4. Guidelines 2 CFR Sec. 200.474 Pol. 004, 331	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 non-federally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations. 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.

2 CFR Sec. 200.474 Pol. 004, 331	All travel costs must be presented with an itemized, verified statement prior to reimbursement. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that: 1. Participation of the individual is necessary to the federal award. 2. The costs are reasonable and consistent with the district's established policy. References: Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.474 Board Policy – 004, 331