

CARLISLE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FEDERAL PROGRAMS
TRAVEL REIMBURSEMENT

ADOPTED: August 18, 2016

REVISED: February 20, 2020

626.1 FEDERAL PROGRAMS TRAVEL REIMBURSEMENT

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]

Definition

Travel: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies. [2]

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. [3] [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

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy. 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; and (2) the costs are reasonable and consistent with the District's established policy. [6]

The Carlisle Area School District has written policies for travel costs to be allowable. The District policy addresses various types of travel expenses that may be reimbursable and the documentation needed for reimbursement. The policy ensures that the travel policy conforms to the state and local laws. Please refer to District policies #331, #431, and #531.

Legal References:

1. 2 CFR 200.474 (a)
2. 2 CFR Sec. 200.474
3. Pol. 331
4. Pol. 431
5. Pol. 531
6. 2 C.F.R. §200.474 (b)