

TRAVEL REIMBURSEMENT-FEDERAL PROGRAMS

Background

A portion of financial support for the Mt. Lebanon School District comes from the federal government. This funding is in the form of direct support for District programs and often includes reimbursement for indirect costs, including travel costs. The federal Uniform Grant Guidance identifies the criteria that must be met in order to properly charge these travel costs to federally funded projects. See 2 CFR 200.474. Individual non-federal awards may also include special terms and conditions that must be met before travel costs can be charged or reimbursed, which must also be considered before allocating certain costs to the award.

Objective

This policy is intended to address the reimbursement for reasonable travel expenses incurred in the course of performing services related to official business as a federal grant recipient.

Definitions

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.

Policy

The Board shall reimburse District officials and administrative, professional and support employees for travel costs incurred in the course of performing services related to official District business as a federal grant recipient.

District employees and officials shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle, not to exceed the allowable 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/or administrative regulations, not to exceed the allowable annual IRS standard mileage rate and/or the Federal General Services Administration reimbursement for federal employees for the locale where incurred.

CGDB

EPS/NSBA

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 procedures.

Administrative Responsibility

The validity of payments for travel costs for all District employees and officials shall be determined by the Director of Business or his/her designee.

Communication

This Policy shall be communicated to:

1. All District Staff
2. The Mt. Lebanon Community

Adopted September 18, 2017
Reviewed October 7, 2019
Reviewed October 12, 2020
Reviewed November 8, 2021

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