

**Virtual Learning Academy of St. Clair County (VLA)  
Board of Education Policy**

**District Travel**

Travel costs are the reasonable expenses for transportation, lodging, substance and related items incurred by VLA Board members and employees, for whom it is necessary to travel on official business to attend a seminar, conference or other educational opportunity that may include an overnight stay or is outside of the State of Michigan. All such travel must be pre-approved by the employee's supervisor, the VLA's business manager and the Board of Education or the Superintendent, as its designee.

Allowable costs/expenses include mileage, meals, lodging, registration, self-parking, airfare and "others". All costs for reimbursement must be substantiated with a detailed receipt of the purchase or service.

Reimbursement and payment of each expense must be considered reasonable and otherwise allowable only to the extent such costs do not exceed or conflict with §200.474 and the VLA's Conference Travel/Expense Statement Guidelines (5330-1).

Unallowable expenses include alcohol, entertainment, traffic citations and all costs related to dependents or guests.

Commercial Airfare costs in excess of the basic least expensive unrestricted accommodations class offered are unallowable except when such accommodations would:

- a. Require circuitous routing,
- b. travel during unreasonable hours,
- c. excessively prolonged travel,
- d. result in additional costs that would offset the transportation savings; or
- e. offer accommodations not reasonably adequate for the traveler's medical needs. Accommodations must be documented on a case-by-case basis.

Travel reimbursement and payment financed with Federal funds must be:

- a. considered reasonable and otherwise allowable under the VLA's travel policy,
- b. approved in advance of the event,
- c. the involvement in the seminar, conference or other educational opportunity is relevant to the Federal award.

All travel will comply with the travel procedures and rates established in the administrative guidelines and all costs incurred with Federal funds must meet the cost allow ability standards.

Any travel costs that do not allow for a particular type of travel, the rates and amounts established under 5 U.S.C. 5701-11 must apply to under Federal awards.

Board Approved: June 6, 2018

Legal Ref: MCL 423.201, §200.474