

SABINE ISD

TRAVEL GUIDELINES – COVID SUPPLEMENT

Supplement to Travel Procedures – COVID-19 Related Flexibilities:

In accordance with the USDE COVID-19 flexibilities for federal grant funds: [Select Questions Related to Use of Department of Education Grant Funds \(PDF\)](#), the district has implemented the temporary changes to the Travel Procedures as noted below:

Canceled Events

If a conference, training, or other activity related to a federal grant is canceled due to COVID-19, grant funds may be used to reimburse nonrefundable travel (e.g., conveyance or lodging) or registration costs that were properly chargeable to the grant at the time of booking if the district takes the following steps first:

- Contact provider/vendor to seek a refund of the pre-paid costs
- If a refund is not available, seek a credit to use the funds in the future

If the district is unable to recover the payment (refund or credit), the district shall charge the appropriate federal grant fund provided the costs were reasonable and incurred in order to carry out an allowable activity under the grant.

The Business Clerk shall be responsible to initiate contact with the provider/vendor to request a refund or credit. The Business Clerk shall oversee and track all travel costs paid with federal grants that are pending refund or credit. After all proactive steps have been taken, the Director of Business Operations shall review the documentation on a case-by-case basis to determine if the travel cost(s) with federal grant funds will be expensed to the federal grant fund.

The district will/will not plan future travel with federal grant funds during the ongoing COVID-19 pandemic. If the district will plan future travel with federal grants funds, the district will/will not purchase travel insurance (an allowable cost if reasonable and allocable).