

No. 627

SECTION: Finances

TITLE: Travel Expenses

# CATASAUQUA AREA SCHOOL DISTRICT

ADOPTED: February 14, 2017

627 – TRAVEL EXPENSES		
1. Authority	The Catasauqua Area School District shall pay the reasonable travel costs of administrative, professional, and support employees, and school officials, which are incurred in the course of performing services on official and authorized business of the District.	1 2 3 4 5 6 7
School Code §§ 516.1, 517.		
2. Definition	For purposes of this policy, the term “ <b>travel costs</b> ” shall mean the expenses for transportation, lodging, subsistence, registration fees, and other related incidental expenses actually and necessarily incurred by employees and school officials who are in travel status on official and authorized business of the District.	8 9 10 11 12 13
2 CFR § 200.474		
3. Delegation of Responsibility	The validity of payments for travel costs for all District employees and school officials shall be determined by the Superintendent or his/her designee. District employees and school officials shall comply with all applicable Board policies and administrative regulations established for payment of travel and other District-related expenses.	14 15 16 17 18 19
4. General Guidelines	A. District employees and school officials who use their own personal vehicle for District business are eligible for reimbursement at the then-current travel reimbursement rate established by the Internal Revenue Service (unless a different rate is provided by employment contract, collective bargaining agreement, or Act 93 administrator plan).	20 21 22 23 24 25
2 CFR § 200.474; School Code §§ 516.1, 517	B. The use of an employee’s personal vehicle to travel between home (or other location not related to service for the District) and the District in order to report to/conclude a normal work day is not a reimbursable expense.	26 27 28 29 30
	C. The eligible distance for mileage reimbursement shall be calculated as the <i>lesser</i> of the distance between home and the destination, or between the individual’s regular District work location (if any) and the destination.	31 32 33 34
	D. District personnel may attend conferences related to their assignments and duties when the District will benefit from such attendance and the conference attendance has been approved by the Superintendent. If attendance at a conference or other District-related business requires an overnight stay away from home, the conference or travel must also be approved by the Board of School Directors.	35 36 37 38 39 40

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- E. Upon return from a conference, a District employee shall present a brief report or written narrative to his/her immediate supervisor regarding the conference.
- F. District employees shall present a written and verified statement attesting to their time of attendance at a conference, and, where available, a certificate of attendance or similar document issued by the sponsor of the conference.
- G. When possible, travel costs, including registration, room reservations, and transportation, shall be paid directly to the sponsoring or providing agency by the District, and may be pre-paid if paid directly to the sponsoring or providing agency.
- H. Airfare costs in excess of the basic, least expensive, unrestricted accommodations class offered by commercial airlines are not allowable and will not be paid or reimbursed by the District, except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings to the District; or (5) offer accommodations not reasonably adequate for the traveler’s medical needs, if any. The District must justify and document these conditions on a case-by-case basis in order to pay or reimburse higher airfare costs under the above exception.
- I. Travel costs shall be reimbursed on a mileage basis for travel using a personal vehicle, and shall be paid/reimbursed on an actual cost basis for other transportation, meals, lodging, and other allowable expenses. Those on travel shall exercise at least the same care in incurring expenses that they would in traveling on personal business.
- J. Travel costs (other than personal vehicle mileage) shall be approved only upon submission of a properly completed itemized and verified expense voucher, along with bills or other supporting information for costs to be pre-paid to the sponsoring or providing agency, or original detailed itemized receipts for the reimbursement of travel costs paid by the traveler. Expense vouchers must be submitted no later than thirty (30) days after the traveler’s return.
- K. Costs for alcoholic beverages are not payable or reimbursable.
- L. Where customary, tips for covered meals may be paid or reimbursed to the extent permitted under administrative regulations, but the tip may not exceed twenty percent (20%) of the meal charge.

2 CFR  
§ 200.474(e)

School Code §§  
516.1, 517.

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5. Federal Programs

2 CFR § 200.474(b).

If any travel costs are charged directly to a federal grant, program, or award, the District must maintain documentation that justifies:

1. Participation of the individual is necessary to the federal award.
2. The costs are reasonable and consistent with those normally allowed in like circumstances in the District’s non-federally funded activities, and in accordance with the District’s established policies, regulations, and procedures.