



Title: **Travel Reimbursement**

Code: 623

Book: Policy Manual

Section: 600 Finances

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 C.F.R §200.474(a)[\[1\]](#)

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. 2 C.F.R §200.474(b)[\[1\]](#)

The district will follow policies 331, 431, and 531 as appropriate for reimbursement of expenses.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Adopted: **October 18, 2016**

Legal References:

- [1. 2 CFR 200.474](#)
 - 2. Pol. 331
 - 3. Pol. 431
 - 4. Pol. 531
 - [24 P.S. 516.1](#)
 - [24 P.S. 517](#)
 - Pol. 004
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