LENAPE TECHNICAL SCHOOL

SECTION: FINANCES

TITLE: TRAVEL REIMBURSEMENT - FEDERAL PROGRAMS

ADOPTED: September 18, 2025

REVIEWED:

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	626.1. TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS
Authority	The Joint Operating Committee shall reimburse administrative, professional and support employees, school officials, **and participants in federal awards** for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[1][2]**[3]**
Definitions	**A participant is generally an individual participating in or attending activities under a federal award such as training or conferences, but who is not responsible for implementation of the federal award. Participants can include, but are not limited to, community members, students and conference attendees.[4]** 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.**[3]** **Costs to support participants shall be consistent with travel costs as defined above.**
Delegation of Responsibility	School officials**,** school employees **and participants** shall comply with applicable Joint Operating Committee policies and administrative regulations established for reimbursement of travel and other expenses.[5][6] **School officials and school employees shall acquire prior written approval to incur travel costs for official business related to a federal award.[3]** The validity of payments for travel **costs shall** be determined by the Business Manager.
Guidelines	Travel costs shall be reimbursed on a mileage basis for travel using **a** personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the school's non-federally funded activities, and in accordance with the school's travel reimbursement policies and administrative regulations.**[3]**[5][6]

	Mileage reimbursements shall be at the rate approved by the Joint Operating Committee for other school travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Joint Operating Committee. All travel costs must be presented with an itemized, verified statement prior to reimbursement.[1][2] In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:[3][5][6] 1. Participation of the individual is necessary to the federal award. 2. The costs are reasonable and consistent with the school's established policy. **PSBA Revision 6/25 © 2025 PSBA** Legal References 1. 24 P.S. 516.1 2. 24 P.S. 517 3. 2 CFR 200.475 4. 2 CFR 200.1 5. Pol. 004 6. Pol. 331