

COMMONWEALTH CHARTER
ACADEMY

SECTION: FINANCES

TITLE: FEDERAL PROGRAMS TRAVEL
REIMBURSEMENT

ADOPTED: June 14, 2017

REVISED:

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| <p>2 CFR §200.474(a)</p> <p>2 CFR §200.474</p> <p>2 CFR §200.474(b)</p> | <p style="text-align: center;">626.1. FEDERAL PROGRAMS TRAVEL REIMBURSEMENT</p> <p>§ 1. Authority</p> <p>The Board shall reimburse administrative, professional and support employees, and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient.</p> <p>§ 2. Definition</p> <p>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.</p> <p>§ 3. Delegation of Responsibility</p> <p>School officials and employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.</p> <p>The validity of payments for travel costs for all School employees and school officials shall be determined by the Chief Operations Officer or her/his designee.</p> <p>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</p> |
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School 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 School's established policy. 2 C.F.R §200.474(b).

Additionally, the School has written travel policies in order for travel costs to be allowable. The School's travel policy addresses the types of travel, including single day travel, overnight travel, out-of-state travel, what expenses may be reimbursed, and what type of documentation is needed for reimbursement.

The Chief Operations Officer or designee shall maintain procedures for reimbursement of travel expenses which shall include:

1. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.
2. Travel shall be by the most direct and economical route.
3. For official travel by other than automobile, the school shall arrange the advance purchase of transportation tickets.
4. Advances against anticipated travel expenses shall be approved by the Chief Executive Officer or designee.