Erie County Technical School

Book	Policy Manual
Section	600 Finances
Title	Travel Reimbursement - Federal Programs
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Authority

The Joint Operating Committee shall reimburse administrative, professional and support employees, center (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 center (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

Center (School) officials**,** center (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]

Center (School) officials and center (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

{X } Administrative Director or designee.

{ } Business Manager.

{ } Federal Programs Coordinator.

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 center's (school's) nonfederally funded activities, and in accordance with the center's (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 center (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.

{X } the federal General Services Administration for federal employees for locale where incurred.

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 center's (school's) established policy.

Legal

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