

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
6/9/16	New	626.3

Title: Travel Reimbursement – Federal Programs

Purpose: This procedure was established to ensure compliance with federal regulations on travel reimbursement.

Policy: Travel costs are the expenses for transportation, lodging, and other related items incurred by employees who are traveling on federal program business. All federal program travel expenses must be approved by the District administrator in charge of the federal grant award.

Costs incurred by the employees and officers for travel, including costs of lodging, 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 and procedures. 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.

All federal program travel expenses must comply with District Board Policy 331.1 titled *Travel and Transportation Expense Account* and District Administrative Procedure 331.1R2 titled *Travel and Transportation Expense Account*.

Responsible

Administrator: Director of Financial Services