



Section: FINANCES
Title: TRAVEL REIMBURSEMENT
 FEDERAL PROGRAMS
Adopted: October 18, 2016
Revised:

	626.1 TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS	
1. Authority	The Joint Operating Committee shall reimburse administrative, professional and support employees, and the Lebanon County Career and Technology officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.	SC 516.1, 517 2 CFR Sec. 200.474
2. Definition	For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and Lebanon County Career and Technology Center officials who are in travel status on official business as a federal grant recipient.	2 CFR Sec. 200.474
3. Delegation of Responsibility	<p>The Lebanon County Career and Technology Center officials and the Lebanon County Career and Technology Center employees shall comply with applicable Joint Operating Committee policies and administrative regulations established for reimbursement of travel and other expenses.</p> <p>The validity of payments for travel costs for all Lebanon County Career and Technology Center employees and school officials shall be determined by the Business Manager.</p> <p>Travel costs shall be reimbursed on a mileage basis for travel using an employee’s 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 Lebanon County Career and Technology Center’s nonfederally funded activities, and in accordance with the Lebanon County Career and Technology Center travel reimbursement policies and administrative regulations.</p>	Pol. 004, 331
4. Guidelines	<p>Mileage reimbursements shall be at the rate approved by the Joint Operating Committee for other Lebanon County Career and Technology Center 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.</p> <p>All travel costs must be presented with an itemized, verified statement prior to reimbursement.</p>	2 CFR Sec. 200.474 Pol.004, 331

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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.
- 2. The costs are reasonable and consistent with the school's (center's) established policy.

References:

School Code – 24 P.S. Sec. 516.1, 517

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.474

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Sc. 516.1, 517

2 CFR
Sec. 200.474
Pol. 004, 331