

Concord School District Policy #397
Travel Reimbursement – Federal Funds

All funds awarded directly or indirectly through any federal grants or subsidy programs shall be administered in accordance with this policy, and any administrative procedures adopted implementing this policy.

The School 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.

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.

School officials and District employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all District employees and school officials shall be determined by the Business Administrator.

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 District’s non-federally funded activities, and in accordance with the District’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or by Board policy for other District 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 Board policy or, in the absence of such policy, the federal General Services Administration for federal employees for the locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal grant award, the Business Administrator shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal grant award;
- B. The costs are reasonable and consistent with Board policy.

Legal References:

2 C.F.R. Part 180 2 C.F.R. Part 200 200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431; 200.458; 200.474(b) 200 Appendix II 7 CFR Part 210 210.16; 210.19; 210.21; 215.14a; 220.16 Title 2 CFR Part 200

Adopted June 3, 2019.