

School Travel Using Federal Funds - Policy

Definitions

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of GCCSA.

Reimbursement

GCCSA officials and employees shall comply with all policies and administrative regulations established for reimbursement of travel and other expenses. The validity of payments for travel costs for all GCCSA employees and officials shall be determined by the Director.

GCCSA shall reimburse travel costs and expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of GCCSA. 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 to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-Federal entity's non-federally-funded activities and in accordance with the following GCCSA travel reimbursement guidelines.

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 school's non-federally funded activities. Mileage reimbursements shall be at the rate approved by the Board of Trustees or the policy for other 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 Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

Requests for reimbursement of travel-related expenses are submitted on a travel reimbursement form. This form must be accompanied by supporting documentation. If the requested reimbursement exceeds 20 percent of the total pre-trip estimate, the travel reimbursement form must be signed by the Director. These forms must be submitted to the administrative office within two weeks after the trip is completed. Travel reimbursement forms not submitted within this time frame require exception approval from the Director or Board of Trustees.

Documentation and Justification of Costs

Costs incurred by GCCSA employees and administrators for travel, including costs of lodging, or other subsistence, and incidental expenses, must be reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by GCCSA in regular operations. All costs must be documented including the justification for the participation of the GCCSA employee is necessary to the Federal award. All travel costs must be presented with an itemized, verified statement prior to reimbursement.

Allowable Costs

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the Federal awarding agency. In the absence of an acceptable, written non-Federal entity policy regarding travel costs, the rates and amounts established under 5 U.S.C.5701-11, or by the Administrator of General Services, or by the President (or their

designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards.

Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolonged travel;
- Result in additional costs that would offset the transportation savings; or
- Offer accommodations not reasonably adequate for the traveler's medical needs.

GCCSA must provide justification and documentation of these conditions on a case-by-case basis in order for the use of first-class or business class airfare to be allowable in such cases.