

York Adams Academy

Title: Purchases Not Budgeted

Number: 626.1

Status: Active

Legal References

2 CFR 200.474

24 P.S. 516.1

24 P.S. 517

Articles of Agreement

Authority

The Joint Authority Board (“Board”) of the York Adams Academy (“Academy”) shall reimburse administrative, professional and support employees, and Academy officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

Definition

For purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and officials who are in travel status on official business as a federal grant recipient.

Delegation of Responsibility

Academy officials and employees shall comply with applicable procedures established for reimbursement of travel and other expenses.

The validity of payments from federal funds for travel costs for all Academy officials and employees shall be determined by the Superintendent of Record or designee.

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

Mileage reimbursements shall be at the maximum rate allowable by the Internal Revenue Service. 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 Board.

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

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 Academy's established policy.