

**MONTGOMERY  
COUNTY  
INTERMEDIATE  
UNIT #23**

SECTION: FINANCES

TITLE: TRAVEL REIMBURSEMENT –  
FEDERAL PROGRAMS

ADOPTED: June 22, 2016

REVISED:

<p>1. Authority SC 516.1, 517 2 CFR Sec. 200.474</p> <p>2. Definition 2 CFR. Sec. 200.474</p> <p>3. Delegation of Responsibility Pol. 004, 331</p> <p>4. Guidelines 2 CFR Sec. 200.474 Pol. 004, 331</p> <p>SC 516.1, 517</p>	<p style="text-align: center;">626.1. TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS</p> <p>The 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.</p> <p>For purposes of this policy, <b>travel costs</b> 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.</p> <p>School officials and Intermediate Unit employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.</p> <p>The validity of payments for travel costs for all Intermediate Unit employees and school officials shall be determined by the Director of Business Services.</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 Intermediate Unit’s nonfederally funded activities, and in accordance with the Intermediate Unit’s travel reimbursement policies and administrative regulations.</p> <p>Mileage reimbursements shall be at the rate approved by the Board for other Intermediate Unit 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 Board.</p> <p>All travel costs must be presented with an itemized, verified statement prior to reimbursement.</p>
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<p>2 CFR Sec. 200.474 Pol. 004, 331</p>	<p>In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:</p> <ol style="list-style-type: none"><li>1. Participation of the individual is necessary to the federal award.</li><li>2. The costs are reasonable and consistent with the Intermediate Unit’s established policy.</li></ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 516.1, 517</p> <p>Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.474</p> <p>Board Policy – 004, 331</p>
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