



SECTION: 711

TITLE: TRAVEL REIMBURSEMENT -
FEDERAL PROGRAMS

NESHAMINY SCHOOL DISTRICT

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2	1.Authority	The Board shall reimburse administrative, professional and support employees,	2
3		and school officials, for travel costs incurred in the course of performing	3
4		services related to official business as a federal grant recipient.	4
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6	2.Definition	For purposes of this policy, travel costs shall mean the expenses for	6
7		transportation, lodging, subsistence, and related items incurred by employees	7
8		and school officials who are in travel status on official business as a federal	8
9		grant recipient.	9
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11	3.Delegation of	School officials and district employees shall comply with applicable Board	11
12	Responsibility	policies and administrative regulations established for reimbursement of travel	12
13		and other expenses, Board Policy Section 706, Expense Account and Payment.	13
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15		The validity of payments for travel costs for all district employees and school	15
16		officials shall be determined by the	16
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18		{ } Superintendent or designee.	18
19		{ } Business Manager.	19
20		{ } Federal Programs Coordinator.	20
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22		Travel costs shall be reimbursed on a mileage basis for travel using an	22
23		employee's personal vehicle and on an actual cost basis for meals, lodging and	23
24		other allowable expenses, consistent with those normally allowed in like	24
25		circumstances in the district's non-federally funded activities, and in accordance	25
26		with the district's travel reimbursement policies and administrative regulations.	26
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28	4. Guidelines	Mileage reimbursements shall be at the rate approved by the Board for other	28
29		district travel reimbursements. Actual costs for meals, lodging and other	29
30		allowable expenses shall be reimbursed only to the extent they are reasonable	30
31		and do not exceed the per diem limits established by the federal General	31
32		Services Administration for federal employees for locale where incurred.	32
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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.
2. The costs are reasonable and consistent with the district'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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Approved: 6/21/16