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TRAVEL REIMBURSEMENT – FEDERAL AWARDS BOARD ADOPTED DECEMBER 19, 2016

626 TRAVEL REIMBURSEMENT – FEDERAL AWARDS

A. PURPOSE

1. The Board shall reimburse Carbon Lehigh Intermediate Unit (CLIU) administrative, professional and support employees, and Board members, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.
2. For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and Board members who are in travel status on official business as a federal grant recipient.

B. RESPONSIBILITY

1. CLIU Board members and employees shall comply with applicable Board policies and administrative guidelines established for reimbursement of travel and other job-related or Board member expenses when travelling on business supported by a federal grant.
2. The validity of payments for travel costs for CLIU employees and Board members supported by a federal grant shall be determined by the Director of Business Services.

C. GUIDELINES

1. Travel costs supported by a federal grant 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 including airfare.
 - a. Mileage reimbursements shall be at the current IRS mileage rate as provided in CLIU job-related or board member expense policies for other travel reimbursements.
 - b. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed charges normally allowed in like circumstances in CLIU's non-federally funded activities, in accordance with CLIU job-related or board member expense policies and administrative guidelines for travel reimbursement.
 - c. Airfare shall be limited to the least expensive customary standard or discount fare offered by commercial airlines. If such standard or discount airfare is not available, or would excessively prolong travel, require travel during unreasonable hours or not accommodate the traveler's medical needs, CLIU must maintain documentation of the specific conditions that justify more expensive airfare.
2. All travel costs must be supported by receipted statements and mileage logs prior to reimbursement in accordance with CLIU policies regarding job related expenses.

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- 35 3. For costs charged directly to a federal grant, documentation must be included with the travel
36 reimbursement which justifies that:
- 37 a. Participation of the individual is necessary to the federal award.
- 38 b. The costs are reasonable and consistent with established CLIU policy.