

Book	Policy Manual
Section	EDGAR for the Board
Title	Revised TRAVEL PAYMENT & REIMBURSEMENT/RELOCATION COSTS
Code	po6550
Status	
Adopted	August 13, 2013
Last Revised	May 24, 2016

### **Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions**

**[DRAFTING NOTE: Travel charges must be consistent with the District's established written policies. The District must allow costs for "above and beyond regular dependent care" if consistent with established written policy for all travel.]**

#### **6550 - TRAVEL PAYMENT & REIMBURSEMENT/RELOCATION COSTS**

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. **Travel costs may include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District.**

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates in accordance with the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

~~**[ ]** The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.~~

**[ x ]** Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates ~~that~~ (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or the President's designee) must apply to travel under Federal awards.

2 C.F.R. 200.464  
2 C.F.R. 200.474  
**2 C.F.R. 200.475**

Legal

2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475