



Book	Policy Manual
Section	600 Finances
Title	Travel Reimbursement - Federal Programs
Code	626.1 Vol III 2025
Status	
Legal	1. 24 P.S. 516.1 2. 24 P.S. 517 3. 2 CFR 200.475 4. 2 CFR 200.1 5. Pol. 004 6. Pol. 331

Authority

The Board shall reimburse administrative, professional and support employees, school officials, **and participants in federal awards** for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

A participant is generally an individual participating in or attending activities under a federal award such as training or conferences, but who is not responsible for implementation of the federal award. Participants can include, but are not limited to, community members, students and conference attendees.[\[4\]](#)

For purposes of this policy, **travel costs** shall mean the expenses for transportation, **airfare**, lodging, subsistence, and related items incurred by **individuals who are traveling on approved** official business as a federal grant recipient.[\[3\]](#)

Delegation of Responsibility

School officials, district employees **and participants** shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.[\[5\]](#)[\[6\]](#)

School officials and district employees shall acquire prior written approval to incur travel costs for official business related to a federal award.[\[3\]](#)

The validity of payments for travel **costs shall** be determined by the

{ } Superintendent or designee.

{ } Business Manager.

{x} Federal Programs Coordinator.

Guidelines

Reimbursement for travel costs related to official business as a federal grant recipient must be consistent with standard methods established in general travel reimbursement policies and administrative regulations. [3][5][6]

Travel costs shall be reimbursed on a mileage basis for travel using a 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 district's nonfederally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations. [3][5][6]

Mileage reimbursements shall be at the rate approved by the Board for other district 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

{x} the Board.

{ } the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement. [1][2]

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that: [3][5][6]

1. Participation of the individual is necessary to the federal award.
2. The costs are reasonable and consistent with the district's established policy.

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