



Book	Policy Manual
Section	600 Finances
Title	Travel Reimbursement - Federal Programs
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Authority

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.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definition

For purposes of this policy, **travel costs** 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.[\[1\]](#)

Delegation of Responsibility

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.[\[4\]](#)

The validity of payments for travel costs for all district employees and school officials shall be determined by the Federal Programs Coordinator.

This policy is superseded by all current federal and state laws and mandates.

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Legal	1. 2 CFR 200.474
	2. 24 P.S. 516.1
	3. 24 P.S. 517

