

## **Sylvan Heights Science Charter School**

**Policy Number:** 626.1

**Policy Title:** Travel Reimbursement- Federal Programs

**Approved:** March 22, 2021

### **Authority**

The Board of Trustees (“Board”) of the Sylvan Heights Science Charter School (“School”) shall reimburse administrative, professional, and support employees, as well as School officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

### **Definition**

For purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and officials who are in travel status on official business as a federal grant recipient.

### **Delegation of Responsibility**

School officials and employees shall comply with applicable procedures established for reimbursement of travel and other expenses.

The validity of payments from federal funds for travel costs for all School officials and employees shall be determined by the Principal/Chief Academic Officer or designee.

### **Guidelines**

Travel costs 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, consistent with those normally allowed in like circumstances in the School’s non-federally funded activities, and in accordance with the School’s travel reimbursement policies and administrative regulations or procedures.

Mileage reimbursements shall be reimbursed at the maximum rate allowed by the Internal Revenue Service. 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 the U.S General Services Administration.

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; and
2. The costs are reasonable and consistent with the School's established policy.

Legal References

2 CFR 200.474

24 P.S. 516.1

24 P.S. 517

Pol. 331

By-Laws