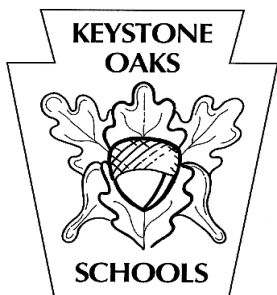


KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 627.1

Section FINANCES

Title TRAVEL REIMBURSEMENT
FEDERAL PROGRAMS

Adopted NOVEMBER 22, 2016

Revised _____

POLICY NO. 627.1 TRAVEL REIMBURSEMENT-FEDERAL PROGRAMS		
Section 1	<p><u>Authority</u></p> <p>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.</p>	2 CFR 200.474 SC 516.1, 517 Pol. 827
Section 2	<p><u>Definition</u></p> <p>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.</p>	2 CFR 200.474
Section 3	<p><u>Delegation of Responsibility</u></p> <p>School officials and District employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.</p> <p>The validity of payments for travel costs for all District employees and school officials shall be determined by the Assistant to the Superintendent for Operations after consultation with the Superintendent.</p>	Pol. 004, 827

<p>Section 4</p>	<p style="text-align: center;">POLICY NO. 627.1 TRAVEL REIMBURSEMENT-FEDERAL PROGRAMS</p> <p><u>Guidelines</u></p> <p>Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy. (Policy No. 827: Travel Related Expenses Reimbursement)</p> <p>In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:</p> <ol style="list-style-type: none"> 1. Participation of the individual is necessary to the federal award. 2. The costs are reasonable and consistent with the District's established policy. <p>References:</p> <p>School Code – 24 P.S. Sec. 516.1, 517</p> <p>Board Policy – 004, 827</p> <p>Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards – 2 CFR Part 200.474</p>	<p>2 CFR 200.474 Pol. 004, 827</p> <p>2 CFR 200.474 Pol. 004, 827</p>
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