


HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Employee	EE17-0802
	Travel Reimbursement	ADOPTED DATE: August 15, 2017 REVISED DATE: April 18, 2024

1. Authority SC 516.1, 517 2 CFR Sec. 200.474

HGMICS 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. The travel costs incurred may be for single-day or overnight travel within the State of Pennsylvania.

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.

School officials and employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses. The validity of payments for travel costs for all HGMICS employees and school officials shall be determined by the Business Manager.

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 HGMICS ’s non-federally funded activities, and in accordance with the HGMICS ’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the federally approved rate. 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 Board.

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.
2. The costs are reasonable and consistent with the Intermediate Unit ’s established policy.

References: School Code – 24 P.S. Sec. 516.1, 517

Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Sec. 200.474