



TYPE: POLICY
 SECTION: FEDERAL PROGRAMS
 TITLE: TRAVEL REIMBURSEMENT
 BOT ADOPTED: March 17, 2016
 REVISED: March 23, 2017
 REVIEWED: February 18, 2025

TRAVEL REIMBURSEMENT

Purpose

This policy must be followed to ensure that all travel expenditures processed against grant funds are consistent with the terms of the grant and, for federal funds, compliant with the applicable federal Uniform Grant Guidance.

Delegation of Responsibility

The Board delegates to the Business Manager and the CEO, or designee, the responsibility for ensuring that all travel expenses processed against grant funds are consistent with the terms of the grant and, for federal funds, compliant with the applicable federal Uniform Grant Guidance.

Guidelines

All federal grant expenditures, including travel costs, must be reasonable, necessary, and allocable. For grant funded costs, when federal laws conflict with the Commonwealth of Pennsylvania or School rules, the most restrictive requirements shall apply.

Travel costs are defined as the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two provided the method used is applied to an entire trip and not selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the School's non-federally funded activities and in accordance with the School's written travel reimbursement policies.

If these expenditures 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.

All personnel are required to follow the policies and procedures regarding travel and meal reimbursements, regardless of funding source.

References

For general guidelines regarding travel, reimbursements, and attendance at meetings, conferences, and/or trainings, please refer to the **Job Related Expenses** policy. For steps regarding travel request procedures for travel requests using grant funds, please refer to the **Allocation of Non-Personnel Costs to Grants** policy.

Written Policies

Charter School's written policy on Travel Reimbursements is public record.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Reviewed this 18th day of February, 2025


Scott Herbert (Feb 25, 2025 13:05 EST)

(BOT President)


Dan Kurtz (Feb 25, 2025 13:27 EST)

(BOT Secretary)

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Final Audit Report

2025-02-25

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