
MAKING COMMUNITY CONNECTIONS CHARTER SCHOOL
TRAVEL REIMBURSEMENT – FEDERAL FUNDS

DAF-7

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.

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 district 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 MC² employees and school officials shall be determined by the Executive Director.

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 MC²’s non-federally funded activities, and in accordance with MC²’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate set annually by the IRS for other MC² travel reimbursements. 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 Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Executive Director shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award, and
- B. The costs are reasonable and consistent with Board policy.

Revision History:

Date Adopted: December 16, 2019 as part of the DAF policy

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