



Travel Reimbursement Policy

In accordance with 2 C.F.R. §200.474, Provident Charter School (“**Provident**”) maintains the following standards of conduct regarding reimbursement for travel related costs and expenses:

Employees and board members planning to travel on business using federal funds outside of Pittsburgh must request authorization in advance according to procedures established by the CEO. Travel within Pittsburgh which is required by the employee’s job duties does not need to be approved in advance. Employees who drive a vehicle while on Provident business must have a valid Pennsylvania driver’s license, drive an insured vehicle and shall not have incurred any charges related to driving on their record for the past year.

Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business, including travel associated with receipt of a grant. Such costs will be charged on an actual cost basis and/or mileage basis, provided this results in charges consistent with those normally allowed in like circumstances in the recipient’s non-federally funded activities and in accordance with the recipient’s written travel reimbursement policies. 2 C.F.R §200.474(a).

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 Provident in its regular operations as the result of its written travel policy. 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 Provident’s established policy. 2 C.F.R §200.474(b).

Receipts for all expenses claimed for travel reimbursement using federal funds except for mileage must be submitted no later than 30 days after the charges were incurred. Receipts shall include:

1. The date of purchase;
2. A list of items purchased;
3. Charges for each item; and
4. Vendor name and address

Mileage reimbursement requests for costs that are charged to federal funds shall be reasonable and report distances that may be verified by using a standard online map such as Google Maps (<https://www.google.com/maps>)

Commuting vs. Inter-Campus & Off-Site Travel: All travel between an employee's residence and either Provident campus (Central or West) at the start or end of a workday constitutes a non-reimbursable commute, regardless of their primary daily assignment.

Mileage reimbursement is permitted for:

1. **Inter-Campus Travel:** Required travel between Provident campuses during the workday.
2. **Off-Site Travel:** Travel to an off-site location or training. As required by the Internal Revenue Service, when traveling directly from home or a PCS campus to an off-site location, mileage is reimbursed based on the distance that is shorter.

Lodging with Family or Friends - Financial Gifts

When employees travel for company business and choose to stay with friends or family instead of utilizing commercial accommodation, the school acknowledges the courtesy and generosity extended by the host. In such situations, the company allows for a financial gift to be offered to the host, demonstrating appreciation for their hospitality and assistance in facilitating company travel.

This policy applies to all employees traveling on authorized company business who opt to stay with friends or family for all or part of their trip. The financial gift should be reasonable and proportionate to the value of the accommodation provided, representing a token of appreciation for the host's efforts. Employees should be transparent about the arrangement and the nature of the gift, adhering to all applicable company policies and any relevant legal or ethical guidelines regarding gifts and hospitality. Employees must document the details of the accommodation, including the host's name and the duration of the stay, when submitting expense reports. The company will reimburse the employee for the financial gift, ensuring it aligns with company expense policies and any pre-approved limits. The gift should be categorized as an appropriate travel expense, on the reimbursement request. While occasional gifts are acceptable, employees should avoid excessively frequent or high-value gifts, as this could be perceived as a misuse of company resources or a conflict of interest. Employees are encouraged to seek approval from their supervisor or the designated authority before offering a financial gift, particularly if the amount is substantial or if the situation raises any potential conflict of interest concerns.

Repeated, and more regularly scheduled lodging reimbursements: In circumstances in which an employee is able to stay with friends or family on a consistent basis, a reimbursement rate of \$80/night will be reimbursed directly to the person providing the lodging, not to exceed \$2,000/year. The school acknowledges the courtesy and generosity extended by the host/hostess

as this reimbursement provides a significant savings to the school. Employees must document the details of the accommodation, including the host's name, address, and the duration of the stay, when submitting expense reports. The school will reimburse the host/hostess after ensuring the expenditures align with company policies and any pre-approved limits. The gift should be categorized as an appropriate travel expense on the reimbursement request.

Traveling with Family Members

A Provident employee or board member may travel with his or her family on official business provided that family members do not displace other employees or board members who have a reason to travel to the same place. No family travel expenses are reimbursable except for legitimate business-related expenses incurred by the employee or board member. Lodging that is charged to federal funds is reimbursed at the single room rate only.

Provident reimburses its employees and board members for expenses incurred on Provident business when charged to federal funds at the following rates:

1. "IRS Standard Mile Rate for Business" for the current year for use of a private vehicle;
2. Actual cost of meals and tips up to the U.S. government's "Per Diem Rates" as listed for each city and state at: <https://www.gsa.gov/portal/content/104877>;
3. Actual tolls, parking fees, rental car expenses, necessary taxi fares; and
4. Actual coach fare for commercial transportation.

*Travel days (an employee's daily rate) are not reimbursed regardless if federal grant funds are used or not. (*added 9/2025*)

Summer Professional Learning Reimbursement (*added 9/2025*)

- **All professional learning reimbursements that include registration and travel must be pre-approved.**
- ***Local***
 - **200 day employee**
If Provident requires attendance at a training, additional compensation (their daily rate) will be provided along with other reasonable travel reimbursement expenses listed above. (mileage, parking) If the training is self-selected by the 200 day employee, and approved by administration, travel will be reimbursed, but no additional compensation (daily rate) will be provided.
 - **260 day employees**
Only travel expenses described above, such as mileage, parking, and tolls will be reimbursed.

- ***Non- local, professional learning in another city/state***

- Both 200 and 260 day employees who attend approved professional learning events in another city will have all aforementioned allowable travel expenses reimbursed.
- 200 day employees will only be reimbursed their daily rate if they are required by Provident to attend an out of state training. If a 200 day employee is approved to attend an out of state conference, but is not required to do so, registration and travel expenses will be reimbursed, but they will not be compensated their daily rate.

All Provident employees must review this written board approved Travel Reimbursement Policy which outlines reimbursable expenses and non-reimbursable expenses.