

Travel Reimbursement Policy

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 of a grant recipient. 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>). Mileage traveled between an

employee's residence and their workplace are considered commuting miles. Commuting costs are not reimbursable. Board members or Provident employees who travel from their residence to a location other than their Provident workplace are reimbursed either from their residence or their Provident, whichever distance is shorter.

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.

The 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.

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