

Travel Allowances and Expenses

Charter School employees and Directors shall be advanced and/or reimbursed for actual and necessary expenses incurred on behalf of the school while attending to Charter School business. It is the responsibility of the Board to review the Director of School Programs and Board of Directors' travel within the enrollment area. All travel expenses must be pre-calculated as indicated on the established travel authorization form.

The Board directs the Director of School Programs to promulgate procedures specifying which expenses shall be advanced and/or reimbursed for travel of different distances and durations. The Charter School's business office will be responsible for the development of forms to be used in connection with travel expenses.

Types of Travel

Enrollment area travel expenses.

- Travel inside of the Charter School enrollment area must be pre-approved.
- Actual mileage driven for pre-approved travel in the Charter School enrollment area travel shall be reimbursed.
- Meals incurred inside the enrollment area shall not be reimbursed, except pre-approved events attended while representing the Charter School.

Out-of-enrollment area travel expenses.

- Travel outside of the Charter School enrollment area must be pre-approved by the Principal or the Director of School Programs.
- Individual members shall obtain Board of Directors' approval prior to incurring out of enrollment area expenses.
- Employees shall obtain prior approval from the Principal or the Director of School Programs for in-state travel expenses.
- Employees shall obtain prior approval from the Principal or the Director of School Programs and the Board of Directors for out-of-state travel.

### Documentation of Expenses

If reimbursement is warranted, the Charter School employee or Director must submit a detailed receipt indicating the date, purpose, and nature of the expense for each item claimed. Employees and Directors shall submit their receipts and any other documentation to the Director of School Programs. Failure to provide a detailed receipt will make the expense non-reimbursable. However, in exceptional circumstances the Board may allow a claim to be paid without a proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the Charter School's record of the claim.

### Travel Costs Under Federal Award

General. Travel costs are defined as the expenses for transportation, lodging, food, and related items incurred by employees and Directors who travel on official business under a federal award. Such costs may be charged on an actual cost basis, a per diem mileage basis, or a combination of the two, provided the method used is applied to the entire trip and not selected days of the trip. Actual mileage driven for pre-approved travel in the Charter School enrollment area travel shall be reimbursed. Meals incurred inside the enrollment area shall not be reimbursed, except for pre-approved events attended while representing the Charter School.

Lodging and subsistence. Costs incurred by employees and Directors for travel, including costs of lodging, meals, other subsistence, and incidental expenses shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the Charter School in its regular operations. If these costs are charged directly to the federal award, the Charter School will maintain documentation justifying the following:

- Participation of the individual is necessary to the federal award; and
- The costs are consistent with this policy and any related procedures.

Temporary dependent care. Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

- The costs are a direct result of the individual's travel for the federal award;
- The costs are consistent with this policy and any related procedures; and
- Are temporary, lasting only during the travel period.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the federal awarding agency.

Commercial air travel. Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

- Require circuitous routing,
- Require travel during unreasonable hours,
- Excessively prolong travel,
- Result in additional costs that would offset the transportation savings, or
- Offer accommodations not reasonably adequate for the traveler's medical needs.

Legal Reference: I.C. § 33-701      Fiscal Year – Payment and Accounting of Funds  
                          2 C.F.R. § 474      Travel Costs

Policy History:

Adopted on: 12/19/2017

Revised on: