



Book Policy Manual  
Section --Special Update - UGG-EDGAR - Oct 2024  
Title Revised Policy - Special Update - UGG-EDGAR - Oct 2024 - JOB-RELATED EXPENSES  
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**Revised Policy - Special Update - UGG-EDGAR**

**4440 - JOB-RELATED EXPENSES**

The Board ( ) will ( **x** ) may **[END OF OPTIONS]** provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board ( **x** ) and in accordance with the District Administrator's administrative guidelines **[END OF OPTION]**.

The validity of payments for job-related expenses shall be determined by the \_\_\_\_\_.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates ( ) in accordance with ( **x** ) not exceeding **[END OF OPTIONS]** the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

**x ]** Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis. **[END OF OPTIONAL PARAGRAPH]**

**[ x** Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152), above and beyond regular dependent care that directly results from travel to conferences, are allowable provided that (1) the costs are a direct result of the individual's travel for the Federal award; (2) the costs are consistent with the District's documented administrative guidelines for all entity travel; and (3) are only temporary during the travel period. Travel costs for dependents are unallowable, except for

travel of a duration of six (6) months or more with prior approval of the Federal awarding agency. **[END OF OPTIONAL PARAGRAPH]**

**[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District policies.]**

The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.

Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

**[DRAFTING NOTE: This draft policy includes the Federal rules for commercial airfare and temporary dependent care costs. Based on State or local laws and policies, School Districts may decide that all temporary dependent care costs or commercial airfare costs in excess of the basic least expensive unrestricted accommodations class are unallowable under any circumstance.]**

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy ( ) and administrative guidelines **[END OF OPTION]**. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

The Board shall pay the expenses of support staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the District Administrator.

~~Whenever a staff member is unable to provide appropriate expense documentation, they may be reimbursed in an amount not to exceed ( ) \$100 ( ) \$ \_\_\_\_\_ **[END OF OPTION]** upon written approval of the expenses by the District Administrator.~~

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110 40 - ~~Federal~~ Grant Funds.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services or the President (or designee), must apply to travel under Federal awards.

2 C.F.R. 200.464  
2 C.F.R. 200.474  
2 C.F.R. 200.475  
~~5 U.S.C. 5701-11~~

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