

TRAVEL

Background:

Cost incurred by employees for travel expenses while doing business or performing services as a federal grant recipient, must be reasonable and follow the cost principles outlined in 45 CFR 75.474.

Policy:

For purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, subsistence, and related items incurred by sub recipient employees who are in travel status on official business as a federal grant recipient.

Documentation:

Documentation must be maintained that justifies that:

- Participation of the individual is necessary to the federal award.
- Costs are reasonable and consistent with the established policy.

Guidance:

In general, employee reimbursement requests must be approved by the employee supervisor and such reimbursements for federal grants are limited to the following:

- Actual or per diem cost of meals, not to exceed the maximum allowable.
- Actual cost of lodging, not to exceed the current federal rate in the locale to which the employee is travelling.
- Actual cost of coach airfare.
- Actual mileage in a personal vehicle.
- Actual cost of a rental car and gasoline.
- Other necessary travel cost (such as cabs, tips, baggage fees, tolls and parking).

Allowable Expenses

Airfare: Calculation based on actual expenses, not to exceed the standard commercial rate. A domestic airline must be used if the expense is to be reimbursed with federal funds (unless one is not available).

Out of State Lodging, Standard Rate: Reimbursed based on the actual cost.

Lodging within the State of Indiana:

Any area within the State of Indiana borders are classified as **Standard Rate (\$94.00)** unless otherwise listed.

<u>Area</u>	<u>Lodging Rate</u>
Indianapolis/Carmel	\$ 125.00
Bloomington	\$ 97.00
Fort Wayne	\$ 104.00
Hammond/Munster/Merrillville	\$ 98.00
South Bend	\$ 98.00

Lodging Outside the State of Indiana:

Out of State lodging costs that would be considered a “reasonable” amount, must be approved by the sub recipient Executive Director based on identifiable extenuating circumstances and factors, such as:

- No lower cost lodging available.
- Benefits of staying at a conference center or hotel where activities are taking place versus staying off-site.
- To avoid excessively long travel to and from work locations.

Mileage:

Mileage reimbursement, **for personal vehicle only**, is **0.39 cents/mile**.

Sub recipient staff must include Google research maps, indicating starting location, destination location, and any trips in between. **Note:** reimbursement for gas is not provide when accepting the mileage reimbursement.

Meals:

Meals are reimbursed on a per diem basis and **only** when there is overnight travel.

- Meals cannot be reimbursed more than once. Sub recipient staff attending conferences with meals covered need to be aware not to claim those meals on their invoice for reimbursement.
- No sustenance is paid for travel segments that are less than 7.5 hrs.
- No sustenance can be claimed for same day travel.

<u>Per Diem</u>	<u>In State</u>	<u>Out of State</u>
Breakfast	\$6.50	\$ 8.00
Lunch	\$6.50	\$ 8.00
Dinner	\$13.00	\$16.00

Incidentals:

Incidentals are reimbursed based on the actual cost (see list). **A receipt must accompany any reimbursement request.** Any other incidentals not listed must be approved by the Ryan White Part B Director.

- Parking
- Hotel WiFi
- Tolls
- Cab/Uber/Lift
- Tips - Employees are encouraged to tip at a rate of 15 percent, and no more than 20 percent in tips will be reimbursed.

Tips and Other Costs:

Employees will only be reimbursed for reasonable costs, meaning those that meet the “prudent person test.” Employees are encouraged to tip at a rate of 15 percent, and no more than 20 percent in tips will be reimbursed.

UNALLOWABLE EXPENSES

- Costs not related to the business portion of the trip (the extra cost of staying more days cannot be billed to the State of Indiana; ISDH; or to a grant).
- Travel costs for family members or dependents.
- Excessive costs and those that do not conform to 45 CFR 75, grant agreements, or ISDH policies.

EXCEPTIONS

Require approval of the Ryan White Part B Director.

REFERENCES:

Electronic Code of Federal Regulations 45 CFR 75

<https://www.ecfr.gov/cgi-bin/text-idx?node=pt45.1.75>

State of Indiana Sub Recipient Travel Policy

<https://www.in.gov/idoa/2459.htm>

Implemented: 10/01/2019

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