

Indiana WIC Program
Indiana State Department of Health

In-State and Out-of-State Travel

Policy

Local Agency (LA) may request reimbursement for travel costs that are reasonable, necessary, and directly support the WIC Program.

Authority

7CFR Part 3016, OMB Circulars A-87, A-102, A-110, A-122, A-133
ASMB C-10

Procedures

- I. Travel costs include but are not limited to:
 - A. Mileage.
 - B. Lodging.
 - C. Registration.
 - D. Per diem.
 - E. Parking.
 - F. Air/train/bus fare.
 - G. Taxis/shuttle.
 - H. Taxes.
 - I. Communication/Internet.

- II. LAs must:
 - A. Submit requests and receive approval for Out-of-State Travel in a form provided by the State Agency (SA) prior to travel.
 - B. Submit requests and receive approval for In-State Travel in a form provided by the SA prior to travel for conferences and trainings not sponsored by SA.
 - C. Follow the LA travel policies.
 - D. Use the current State Travel Rules for reimbursement requests.
 - E. Support travel costs with documentation.
 - F. Claim travel expenses in the travel line item after travel has occurred.
 - G. Submit a travel voucher for each traveler when requesting reimbursement.