

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.