

## **Catalyst Academy Charter School**

### **Travel Reimbursement Policy**

In accordance with 2 C.F.R. §200.474, Catalyst Academy Charter School (“**Catalyst**”) maintains the following standards of conduct regarding reimbursement for travel related costs and expenses:

*Travel:* Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs will be charged on an actual cost basis and/or mileage basis, provided this results in charges consistent with those normally allowed in like circumstances in the recipient’s non-federally funded activities and in accordance with the recipient’s written travel reimbursement policies. 2 C.F.R §200.474(a).

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the Catalyst in its regular operations as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with the Catalyst’s established policy. 2 C.F.R §200.474(b).

All Catalyst employees must review the written board approved Travel Reimbursement Policy which outlines reimbursable expenses and non-reimbursable expenses.

*Adopted the 7th day of July, 2020*