



Book Policy Manual

Section Volume 35, No. 2 for Board Approval

Title Revised Policy - Volume 35, No. 2 - July 2023 - TRAVEL PAYMENT AND REIMBURSEMENT/RELOCATION COSTS

Code po6550

Status

### **Revised Policy - Volume 35, No. 2 - July 2023**

#### **6550 - TRAVEL PAYMENT AND REIMBURSEMENT/RELOCATION COSTS**

Travel expenses incurred for official business travel on behalf of the Cooperative shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem, meals, lodging, and mileage shall be established by the Cooperative and approved by the Board of Managers annually. All mileage reimbursements ~~will~~ shall be made at the rate established by the Board and documented by submitting a State Board of Accounts approved mileage form. 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~~ shall 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~~ shall be justified and documented on a case-by-case basis.

~~**[ ]** 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 Cooperative'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.~~

#### **Relocation Costs Reimbursement [DRAFTNG NOTE: Select one of the following two options]**

##### ~~**[ ] [OPTION 1]**~~

~~Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than twelve [12] months) of an existing employee or upon recruitment of a new employee. Relocation costs are allowable and reimbursable, subject to the limitation of 2 C.F.R. 200.464 and any other conditions or limits approved by the Board in advance.~~

##### ~~**[OR]**~~

##### **[ x ] [OPTION 2]**

The Board does not reimburse for relocation costs.

##### **[END OF OPTIONS]**

Travel payment and reimbursement provided from Federal funds ~~must~~ shall be authorized in advance and ~~must~~ shall be reasonable and consistent with the Cooperative's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization ~~must~~ shall 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 Cooperative's travel policy.

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

To the extent that the Cooperative'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 by the President (or the President's ~~designee~~), ~~must~~ designee) shall apply to travel under Federal awards.

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Legal

2 C.F.R. 200.474