



# FACT SHEET

## TRAVEL



As a pass-through entity for Federal Education funds, the Nebraska Department of Education (NDE) is providing this **Travel Fact Sheet** to assist Federal program subrecipients in the management and implementation of policies and/or procedures required for travel using Federal dollars.

This information is being provided by the NDE as general compliance guidance only. Subrecipients of Federal funds should refer to the full text of the regulations which can be found at [Electronic Code of Federal Regulations \(eCFR\)](#) when developing their own travel policies and procedures.

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

### Requirements for Travel Supported by Federal Funds

In accordance with [2 CFR 200.475](#), travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the subrecipient. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the subrecipient's nonfederal-funded activities and in accordance with subrecipient's written travel reimbursement policies.

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 subrecipient in its regular operations as the result of the subrecipient's written travel policy.

In addition, if these costs are charged directly to the Federal award documentation must justify that participation of the individual is necessary to the Federal award; and the costs are reasonable and consistent with subrecipient's established travel policy.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the Federal awarding agency.

In the absence of an acceptable, written subrecipient policy regarding travel costs, the rates and amounts established under [5 U.S.C. 5704](#), ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards ([48 CFR 31.205-46\(a\)](#)).

Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolong travel;
- Result in additional costs that would offset the transportation savings; or
- Offer accommodations not reasonably adequate for the traveler's medical needs.

The subrecipient must justify and document these conditions on a case-by-case basis in order for the use of first-class or business class airfare to be allowable in such cases.

Unless a pattern of avoidance is detected, the Federal government and the NDE will generally not question a subrecipient's determinations that customary standard airfare or other discount airfare is unavailable for specific trips if the subrecipient can demonstrate that such airfare was not available in the specific case.

## Federal Compliance Monitoring

As part of the NDE's annual Federal Compliance Monitoring program, staff from the NDE Office of Budget & Grants Management may review travel records and the subrecipient's policies/procedures for travel supported using Federal funds. The Grant Compliance Auditors will use the requirements of 2 CFR 200 and other applicable Federal Codes and requirements when completing such reviews.

## Technical Assistance

Please feel free to contact the Grants Compliance staff should you have any questions relative to the contents of this document.

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*This document is not a substitute for the advice of your own attorney and/or law firm licensed to practice law in the state of Nebraska. In reading and applying Federal law, the NDE recommends LEAs seek and obtain the advice of counsel with questions of application, interpretation, and/or to ensure that use of this information is appropriate to your particular situation.*

