

Travel Using Federal Funds

As a pass-through entity for Federal Education funds, the New Hampshire Department of Education (NHDOE) has prepared this **Travel Using Federal Funds Fact Sheet** to assist Federal program subrecipients with the development and implementation of policies and/or procedures required for travel using Federal dollars.

This information is being provided by the NHDOE as general compliance guidance only. Subrecipients of Federal funds should refer to the full text of the regulations which can be found at <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-474.pdf> 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 non-Federal entity. 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 non-Federal entity's non-federally-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 non-Federal entity in its regular operations as the result of the non-Federal entity'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 non-Federal entity policy regarding travel costs, the rates and amounts established under 5 U.S.C.5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"),

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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 non-Federal entity 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 NHDOE will generally not question a non-Federal entity’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.

Definitions (2 CFR 200.1)

Non-Federal entity means a state, local government, Indian tribe, Institution of Higher Education (IHE), or nonprofit organization that carries out a Federal award as a recipient or a **subrecipient**.

Federal Compliance Monitoring

As part of the NHDOE’s annual Federal Compliance Monitoring program, staff from the NHDOE’s Bureau of Federal Compliance may review travel records and the subrecipient’s policies/procedures for travel supported using Federal funds. The Bureau of Federal Compliance will use the requirements of 2 CFR 200.475 when completing such reviews.

Technical Assistance

Please feel free to contact the Bureau of Federal Compliance staff should you have any questions relative to the contents of this document or the management of inventory acquired using Federal funds.

<p>Bureau of Federal Compliance NH Department of Education 101 Pleasant Street Concord, NH 03301 603-271-3837 or 603-271-3808 federalcompliance@doe.nh.gov</p>
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