Allowable Costs – In-State and Out-of-State Travel

Purpose

To allow local agency (LA) employees to be reimbursed for travel expenses incurred while on official WIC business.

Authority

7 CFR Part 3016; Uniform Grant Guidance, 2 CFR 200, Uniform Grant Management Standards (UGMS) Attachment B

Policy

LAs may request reimbursement for the cost of in-state or out-of-state travel based on written LA policies. Such costs shall be charged on an actual cost basis. In lieu of actual costs, a methodology based on per diem and/or mileage may be utilized.

Procedures

I. LAs with no official written travel policies shall adopt the current state travel rates and regulations governing in-state and out-of-state travel.

II. Lodging and subsistence costs incurred by WIC staff for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the WIC Program.

III. Air transportation shall be limited to the next lowest available airline fare below first class unless such is not available.

IV. Travel costs shall be supported by documentation such as the LA’s written travel policy, the signed travel claim submitted by the employee and approved by the employee’s immediate supervisor, and
proof of payment. The travel claim shall also contain a statement detailing the purpose of the trip.

V. Documentation shall also support the allocation among Administration, Nutrition Education, Breastfeeding or other WIC projects.

VI. Travel advances may not be billed until after travel has been taken.

VII. It is the LA’s responsibility to justify the benefit of the trip to WIC and the number of attendees as well as assuring that sufficient earned funds are available.

VIII. Flat-rate travel in the form of travel allowances is not an allowable charge to the WIC Program.