

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective January 1, 2011

Policy No. AC:05.0

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; OMB Circular A-102; OMB Circular A-87

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. Air transportation shall be limited to the next lowest available airline fare below first class unless such is not available.
- III. 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 cancelled checks. The travel claim shall also contain a statement detailing the purpose of the trip.
- IV. Documentation shall also support the allocation among Administration, Nutrition Education, and Breastfeeding.
- V. Travel advances may not be billed until after travel has been taken.

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- VI. 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.

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