

Travel Costs Guide Sheet

Travel costs are expenses incurred by entity employees and volunteers on official recipient or subrecipient business travel. Costs include transportation, lodging, and subsistence and must comply with established federal travel policy or the recipient's or subrecipient's established written travel policy.

Grant Financial Management Requirement

The Department of Justice will require processes and policies that ensure travel costs are appropriately incurred and expensed. Specific requirements are found in the Code of Federal Regulations (CFR) under [200.475—Travel Costs](#).

Important Information to Know

Costs can be based on actual amounts, charged on a per diem or mileage rate, or a combination of the two. The combination method must be applied to all travel days. Summary information and per diem rates for lodging and meals can be found on the [U.S. General Services Administration's website](#). Remember, foreign travel is not permitted unless specifically approved by the awarding agency.

All travel should be authorized, prior to its execution, by an authorized supervisor or representative of the entity or be part of an established expense reimbursement plan.

- ▶ All travel authorization must specify the purpose of the trip and travel dates, relation to the program, and budgeted amounts.
- ▶ The employee should keep receipts of all related travel expenses per their organization's travel policy or as recommended in the [Federal Travel Regulation \(FTR\)](#).
- ▶ Travel vouchers should be submitted in a timely manner.

How This Applies to Your Grant

Grantees should establish a travel policy that is written and compliant with CFR requirements. If the entity does not have a travel policy in place, it must follow the FTR. This is not recommended, though, since the FTR is subject to change rather frequently and is based on per state per diem rates that can lead to confusion. Your travel policy should clearly address the topics in this section.

Transportation

- ▶ Premium commercial airfares are not allowable. Use the least expensive fares unless:
 - ◆ Excessive circuitous routes would be taken.
 - ◆ Travel would occur during unreasonable hours.
 - ◆ Doing so would unreasonably prolong the trip.
 - ◆ Doing so would incur additional transportation costs that would negate any savings.
 - ◆ Medically necessary.
- ▶ Ground transportation in trains, buses, taxis, ride hailing services, etc. should be reasonable and appropriate.
 - ◆ Luxury/premium vehicles, seating, and accommodations should not be permitted.
 - ◆ Local city/region fares should be considered when setting limits. Some areas may offer significantly more costly fees.
- ▶ Private vehicle mileage reimbursement rates should provide reasonable coverage for fuel, parking fees, and tolls.
 - ◆ Parking fees and tolls can be reimbursed independently for actual amounts, but the mileage rate must be lowered accordingly.
 - ◆ The FTR offers standardized reimbursement rates for use of privately owned vehicles. The FTR reimbursement rates as of January 1, 2021 are shown in table 1.

- ♦ If you choose to offer rates higher than the FTR reimbursement rates, make sure they are reasonable and do not incur in excessive premiums.

Table 1. FTR Privately Owned Vehicle Mileage Reimbursement Rates, January 1, 2021

Modes of transportation	Rate per mile
Airplane ¹	\$1.26
If use of privately owned automobile is authorized or if no government-furnished automobile is available	\$0.56
If government-furnished automobile is available	\$0.16
Motorcycle	\$0.54

Source: [gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates](https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates)

Lodging and Subsistence

Lodging and subsistence costs must be reasonable and not surpass the entity’s written acceptable travel policy limitations. Documentation must be kept demonstrating that costs are reasonable and aligned with entity’s travel policy. Grantees should also have a set policy for treatment of travel advances and incidental expenses.

¹ See note from the [General Services Administration](#) on converting airplane nautical miles into statute miles.

Resources

[2 CFR 200.475—Travel Costs](#)

U.S. Department of Justice. (2020). *Grants Financial Guide*. <https://www.ojp.gov/funding/financialguidedoj/overview>

U.S. General Services Administration. (2021). *Federal Travel Regulation*. <http://www.gsa.gov/portal/content/104790>

U.S. General Services Administration. (2021). *Privately Owned Vehicle (POV) Mileage Reimbursement Rates*. <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

U.S. General Services Administration. (2021). *Travel Resources*. <https://www.gsa.gov/travel-resources>

About the OJP Territories Financial Support Center

The Office of Justice Programs Territories Financial Support Center (OJP TFSC) offers free resources, training, and technical assistance for grantees in the U.S. territories. OJP TFSC services focus on building financial management capacity and can be accessed by emailing OJPTFSC@usdoj.gov via our Virtual Support Center.



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