

What do we need to know about allowable travel costs?

Allowable travel costs are based on information in the U.S. General Services Administration's Federal Travel Regulation (FTR). Your organization may have its own travel policy, processes, and guidelines. The U.S. General Services Administration continually updates the FTR, so it's a good idea to have someone from your organization check the website regularly (e.g., twice yearly). Federal funds cannot be used for travel items or costs your organization is already obligated to pay with state or local funds (i.e., supplanting).

Do we need a travel policy?

Yes. Policies and procedures ensure travel funds are used in a fiscally responsible manner to gain the maximum benefit from those funds. Establishing a system of authorization, expenditure advances, and reimbursement methods within your travel policy ensures expenditures meet all allowable standards, including but not limited to federal and state funding laws and regulations.

What are the essential elements of an effective travel policy?

An effective travel policy includes the following elements:

- ▶ Air travel
- ▶ Conference registration
- ▶ Forms with instructions
- ▶ Ground transportation
 - ▶ Carpools
 - ▶ Parking expenses
 - ▶ Public transportation (e.g., bus, train, Uber or Lyft)
- ▶ Local travel
- ▶ Lodging
- ▶ Per diem
- ▶ Sponsoring organization reimbursements
- ▶ Travel advances
- ▶ Travel authorization



- ▶ Traveler responsibilities
 - ▶ Out-of-town travel
 - ▶ Overnight travel
 - ▶ Out-of-state travel
- ▶ Travel expense reports

Resources

- ▶ DOJ Grants Financial Guide
- ▶ 2 Code of Federal Regulations
 - ▶ § 200.432 Conferences
 - ▶ § 200.474 Travel costs
- ▶ U.S. General Services Administration
 - ▶ Federal Travel Regulations
 - ▶ Travel Resources

The **Office for Victims of Crime Financial Management Resource Center (OVC FMRC)** offers culturally humble, trauma-informed training and technical assistance to support OVC human trafficking and discretionary grantees. OVC FMRC services focus on enhancing financial management capacity.

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