

What do we need to know about allowable travel costs?

Allowable travel costs are based on information found in the [Federal Travel Regulations](#) (FTR). Your tribal entity may have its own travel policy, processes, and guidelines. The [General Services Administration](#), at the federal government, continually updates the FTR, so it's a good idea to have someone from your tribal entity check the website at regular intervals, for example twice a year. Federal funds cannot be used to pay for travel items or costs your tribal entity is already obligated to pay with tribal, state, or local funds (i.e., supplanting). [See the TFM Supplanting Guide Sheet](#).

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 methods of reimbursement 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?

- ◆ Air travel
- ◆ Conference registration
- ◆ Forms with instructions
- ◆ Ground transportation
 - ◆ Carpools
 - ◆ Public transportation (bus, train, Uber and/or LYFT)
 - ◆ Parking expenses
- ◆ Local travel
- ◆ Lodging
- ◆ Per diem
- ◆ Privately-owned vehicle mileage reimbursement
- ◆ Sponsoring organization reimbursements
- ◆ Travel advances
- ◆ Travel authorization
- ◆ Traveler's responsibilities
 - ◆ Out-of-town travel
 - ◆ Overnight travel
 - ◆ Out-of-state travel
- ◆ Travel expense reports

Additional Resources

- ◆ [2 CFR §200.432 Conferences](#)
- ◆ [2 CFR §200.474 Travel costs](#)
- ◆ [Federal Travel Regulations](#)
- ◆ [General Services Administration: Travel Resource Feature](#)



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Feedback Requested

OVC TFMC will continually work to provide resources to support grantees as they successfully manage their OVC financial awards. Your feedback assists us in creating these resources to meet your needs. To help us provide the most useful resources, we would appreciate your feedback on this guide sheet. Please send any comments or suggestions to Evaluation@OVCTFMC.org.

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