

TRAVEL COSTS

Travel costs are expenses for transportation, lodging, subsistence, and related items for employees who are in travel status on official business of the non-Federal entity.



1 LODGING AND SUBSISTENCE

The reasonable costs of lodging, other subsistence, and incidental expenses are allowable provided the costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. Additionally, if these costs are charged directly to the Federal award documentation must justify that:

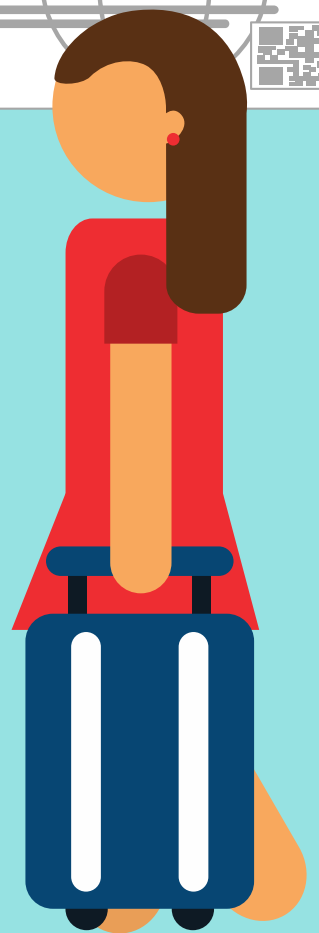
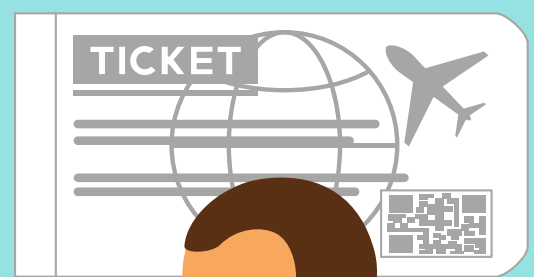
- (1) Participation of the individual is necessary to the Federal award; and
- (2) The costs are reasonable and consistent with the non-Federal entity's established travel policy.



2 COMMERCIAL AIR TRAVEL

Airfare costs for the **basic least expensive unrestricted accommodations class** offered by commercial airlines are allowable except when such accommodations would:

- (i) Require circuitous routing;
- (ii) Require travel during unreasonable hours;
- (iii) Excessively prolong travel;
- (iv) Result in additional costs that would offset the transportation savings; or
- (v) Offer accommodations not reasonably adequate for the traveler's medical needs. (The non-Federal entity must justify and document these conditions on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases.)



? PER DIEM VS. ACTUAL COSTS?

Per 200.474 Travel Costs you may charge costs on an actual cost basis, on a per diem basis, or on a combination of the two, **provided the method used is applied to an entire trip** and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in non-federally-funded activities in accordance with non-Federal entity's written travel policies.

