



9492 West Emerald Street | Boise, ID 83704

LEA 566

FINANCIAL MANAGEMENT

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Travel Allowances and Expenses

Cardinal Academy employees and Directors may be reimbursed for travel expenses while traveling outside of the Cardinal Academy area and engaged in official Cardinal Academy business. All travel expenses must be reported on the established travel expense and voucher forms and, for employees, approval must be granted prior to traveling by the Executive Director.

The Cardinal Academy business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Types of Travel

In Cardinal Academy Expenses: Cardinal Academy employees and Directors shall be reimbursed for actual and necessary expenses incurred within the Cardinal Academy area while attending to Cardinal Academy business. Actual mileage driven for pre-approved in Cardinal Academy travel shall be reimbursed. It is the responsibility of the Board to review travel within the Cardinal Academy area by the Executive Director.

Meals incurred inside the Cardinal Academy area shall not be reimbursed except for banquets attended to represent Cardinal Academy.

Out of Cardinal Academy Travel: Travel outside of the Cardinal Academy area must be pre-approved. Directors shall obtain Board approval prior to incurring out of Cardinal Academy expenses, and employees shall obtain prior approval from the Executive Director.

Actual monies spent for food while on out of Cardinal Academy area trips requiring an overnight stay shall be reimbursed.

Cardinal Academy employees and Directors shall be reimbursed for actual and necessary expenditures incurred outside the Cardinal Academy area.

Documentation of Expenses

Expenses not in compliance with this policy shall not be reimbursed or paid by the Board.

Prior to reimbursement of actual and necessary expenses, the Cardinal Academy employee or Directors must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claim item and any appropriate travel expense or voucher form. Expenses requiring prior approval must also include a copy of the written prior approval. Employees shall submit their receipts, travel expense forms, and voucher forms to the Executive Director. The Executive Director shall submit such documentation to the Board. Failure to provide a detailed receipt will make the expense non-reimbursable.

In exceptional circumstances, the Board may allow a claim without a proper receipt. Written documentation explaining the exceptional circumstance will be maintained as part of Cardinal Academy record of claim.

The Board directs the Executive Director to promulgate procedures specifying which expenses shall be reimbursable for travel of different distances and durations.

Travel Costs Under Federal Award

General: Travel costs are the expenses for transportation, lodging and food, and related items incurred by employees who travel on official business under a federal award. Such costs may be charged on an actual cost basis, or on a per diem mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip.

Lodging and subsistence: Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by Cardinal Academy in its regular operations. If these costs are charged directly to the federal award, Cardinal Academy will maintain documentation justifying the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

1. The costs are a direct result of the individual's travel for the federal award;
2. The costs are consistent with this policy and any related procedures; and
3. Are temporary, lasting only during the travel period.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the federal awarding agency.

Commercial air travel: Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset the transportation savings; or
5. Offer accommodations not reasonably adequate for the traveler's medical needs.

Legal Reference: I.C. § 33-701 Fiscal Year – Payment and Accounting of Funds
 2 C.F.R. § 474 Travel Costs

Policy History:

Adopted on: June 2, 2021

Revised on: