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**[CHC]**

**Travel Policy**

**Date Last Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Policy**

It is the policy of [CHC] to limit and control travel expenses charged to federal programs by applying the following restrictions:

* All travel reimbursement requests will describe programmatic requirements for travel
* Pre-approval by the [insert position] is required for travel other than local mileage.
  + All travel will be reasonable and determined necessary for the federal program under the scope of the program.
* The costs charged to federal programs for mileage, meals and incidentals, and lodging will be based on the rates published in the Federal Travel Regulations, unless otherwise justified and pre-approved by [insert position]. CHC’s do not have to restrict expenses to Federal Travel Regulation rates but [CHC] does consider them when determining reasonableness of all travel supported by a federal award.
* Airfare expenses will be limited to coach and car rental will be limited to mid-size vehicles, unless otherwise justified and pre-approved by [insert position].
* Reimbursement for travel costs will be based on expenditures report submitted [insert frequency] to the accounting department, which will contain a listing of each cost individually along with the original receipt.

1. **Accountability**

The following [CHC] staff are responsible for ensuring compliance with and overseeing the following aspects of this board approved policy:

* Chief Financial Officer

1. **Procedures0**

<Insert Procedures>