

E-2 Travel Policy

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the **Financial Management of Federal Funds**.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the **ESEA Consolidated** program should refer to the full text of the regulations that govern the use of these federal funds, which can be found under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

Definitions:

No unique terms need to be defined for this monitoring item.

Statutory Requirements:

[2 CFR 200.475](#)

State Guidance: When using federal funds to support official travel to professional development or purchased services. Travel reimbursement for purchased services needs to be included in the agreement between the non-federal entity and the vendor.

A written travel policy is a requirement to use federal funds to reimburse travel expenses incurred by the non-federal entity.

Written travel policies should include but are not limited to the following:

- Considerations before travel occurs:
 - o Is prior approval necessary for out-of-state travel?
 - o Is the travel reasonable and necessary?
- Identify the reimbursement rates (actual expenses, per diem, or both)
 - o Lodging – if it exceeds the government rate per diem, waivers to consider
 - o Food
 - o Mileage
- Steps for staff to get reimbursement (voucher, receipts, etc.)

Relevant Documentation.
[Government Per Diem Rates](#)

Technical Assistance:

Please feel free to contact your [ESEA Management Analyst](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.