Maine Department of Education

E-2 Travel Policy

As the pass-through entity for federal education funds, the Maine Department of Education (Maine DOE) has developed this guidance document to support subrecipients of federal programs in complying with the statutory requirements for the financial management of federal funds.

This document is intended to provide general guidance from the Maine DOE. Subrecipients participating in the ESEA Consolidated Program are encouraged to consult the full text of the applicable regulations governing the use of federal funds, including those outlined in the Elementary and Secondary Education Act (ESEA) and the Code of Federal Regulations (CFR).

Please note that subrecipients bear full responsibility for ensuring compliance with all relevant 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 the 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.