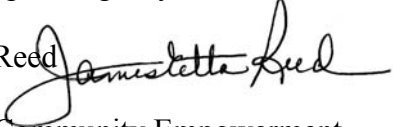


Commonwealth of Pennsylvania
Department of Community and Economic Development
January 11, 2007

Subject: Community Services Block Grant
Directive 2007-14
Travel and Subsistence Allowance

To: Community Action Agency/
Limited Purpose Agency Directors

From: JamesEtta Reed 
Director
Center for Community Empowerment

Purpose

To update policies governing transportation, meal and hotel allowances. This directive applies to any grantee or subcontractor that utilizes CSBG funds for travel expense costs.

Policy

Whenever travel expenses are anticipated for the conduct of a CSBG-funded program, the most economical means of transportation, lodging and subsistence should be arranged unless warranted by special circumstances.

Community Action Agencies (CAAs) and their subgrantees may make use of current Commonwealth reimbursement rates, or rates established by their board of directors or local government (in the case of public CAAs). When a CAA elects to establish its own travel reimbursement rates, such policies must be committed to writing and available for review by DCED staff. Such policies must also conform to applicable federal Office of Management and Budget (OMB) requirements or other regulations. Deviation from CAA or Commonwealth travel reimbursement policies shall be regarded as a reportable finding for audit purposes.

Current Commonwealth rates are:

1. Transportation
 - a. Effective January 1, 2006, reimbursement for travel by private automobile is 44.5 cents per mile.

- b. Travel by public transportation is reimbursable at the rate normally charged, unless a lower rate can be negotiated.

2. Meals

Non-overnight travel status:

- a. Breakfast is not reimbursable.
- b. Lunch reimbursement for the cost of noon-day meals is not permissible for employees not in overnight status except as specifically provided for in labor agreements.
- c. Dinner reimbursement is \$10.00 including sales tax and tips and may be reimbursed only when engaged in work activities for more than two hours past quitting time and if the assignment takes the employee 50 miles or more from both residence and headquarters.
- d. An allowance of \$9.00 is granted for half or more of each six hour period spent in a required non-overnight assignment on a day not part of an employee's regular work schedule, which is, a holiday or a scheduled day off.
- e. Employees on official business attending luncheon or dinner meetings are entitled to receive reimbursement for actual costs incurred, with a receipt.

Overnight travel status

- a. Total reimbursement for meals and subsistence for each 24-hour period is \$36.00, including sales tax and tips.
- b. When exceeding a 24-hour period, an additional \$9.00 may be claimed for each half or more of each six hour period.
- c. The employee must travel more than 50 miles from his/her official residence and/or headquarters in order to claim the overnight per diem rate unless prior approval is given by the agency Director.

- d. Employees in overnight status while attending luncheon or dinner meetings and seminars or conventions, at which meals are provided and included in the registration fee, shall have their total subsistence claims reduced by the following amounts for meals provided at such meetings: breakfast: \$8.00; lunch: \$8.00; dinner: \$20.00.

3. Lodging

Lodging should be selected that is reasonable in cost yet convenient to the work or conference sites. Checking of rates of hotels in the work area prior to travel is encouraged but employees are not required to “shop” for the lowest rate. Exceptions to this are hotels that are the site of a conference attended by the employee.

Hotel charges will not be reimbursed if the employee is negligent in canceling reservations in accordance with the hotel’s policy.

4. Receipts

- a. Itemized receipts must be submitted for:
 1. Every item of expense of \$35.00 or more, except for subsistence and personal automobile mileage; and
 2. Every expenditure in this directive that specifically requires a receipt. These include hotel accommodations and conference registration fees.

Effective Date: This CSBG Directive replaces 2005-14 (revised) and is effective immediately.

cc: Regional Offices