

Additional Information:

United States Department of Agriculture Uniform Federal Assistance Regulations, 7 CFR Parts 3016, 3019, and 3052.

www.gpo.gov/nara/cfr/index.html

United States Department of Agriculture, Child and Adult Care Food Program Regulation, 7 CFR Part 226.

www.usda.gov/cnd

United States Department of Agriculture, Food and Nutrition Service, Instruction 796-2, Rev. 3, Financial Management -Child and Adult Care Food Program.

Office of Management and Budget Circulars: A-87, August 29, 1997; A-102, March 11, 1988; A-110, November 29, 1993; A-122, June 1, 1998; and A-133, June 24, 1997.

www.whitehouse.gov

United States General Services Administration, Federal Acquisition Regulations, 48 CFR Part 31.

www.gsa.gov

Contact State administering agencies or United States Department of Agriculture, Food and Nutrition Service Regional Offices for a copy of FNS Instruction, 796-2, Rev. 3, Financial Management -Child and Adult Care Food Program.



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PROGRAM**

**FNS INSTRUCTION
796-2, Rev. 3**

**# 13
TRAVEL COSTS**

*This is the thirteenth in a series of brochures
on FNS Instruction 796-2, Revision 3.*

Travel costs are expenses for transportation, lodging, subsistence and related costs.

What are transportation costs?

- Mileage allowances paid to the traveler;
- When an institution owns or leases vehicles:
 - ◆ The actual operating costs of the vehicle; and
 - ◆ Depreciation, use allowance or leasing fee; or
 - ◆ The same allowance used by the institution for reporting business vehicle costs for Federal tax purposes.
- Commercial air, train and bus fare; and
- Public transit costs.

How can travel costs be paid?

Depending on the type of travel and the method normally used by the institution in its nonprogram operations, costs can be paid using a mileage rate, per diem or actual expenses.

Can the State agency limit an institution's travel rates to the Federal General Services Administration (GSA) rate or the State travel rates?

Different rules apply to proprietary, public and not-for-profit institutions.

Proprietary institutions must be limited to the Federal GSA travel rates.

Public and not-for-profit institutions must be permitted to use the rate established by the institution for non-Federally funded travel. However, State agencies can limit the travel costs of a particular institution when:

- The amount requested by the institution is unreasonable;
- The requested rate will divert needed resources from activities required to meet Program requirements;
- The institution lacks sufficient funds to pay the requested rates and still maintain effective and efficient program operations; or
- The institution does not have sufficient non-Federal funded travel upon which the State agency can evaluate the reasonableness of the institution's established rates and travel policies.

What does a mileage allowance include?

A mileage allowance is the full amount allowed for the costs of operating a vehicle, excluding the driver's salary, parking and toll fees.

What documentation is required for claiming a mileage allowance?

- Date of each trip;
- Driver's name;
- Mileage;
- Origin and destination of each trip;
- The reason for each trip; and
- Odometer readings, at the discretion of the State agency.

Is the cost of commuting to work allowable?

No.

Do any travel costs require approval by the State agency?

All travel costs require prior approval.

Does the institution have to approve employee travel costs?

Yes. A responsible official of the institution must certify in writing that records documenting all travel costs and mileage claimed for program purposes have been reviewed for reasonableness and allowability before claiming the travel and mileage costs.

Is first class airfare allowable?

Generally, no, but refer to the appropriate OMB Circulars (A-87 public; A-122 not-for-profit) and the Federal Acquisition Regulations (48 CFR Part 31) for additional information.

NOTE: Additional requirements may apply. Consult 796-2, Rev. 3 and the appropriate administering agency for more information.