

Charter Schools Program (CSP) Grant Travel Expenses

When using CSP grant funds to travel, recipients must use the most economical method. Recipients must also use DOE travel forms C676 and C676C. The following items are allowable travel expenses:

- **Conference Registration Fee**
- **Lodging**
 - Must use the most economical.
- **Mileage**
 - You may only be reimbursed for mileage if you are using a privately owned vehicle, you may not be reimbursed for gas.
 - The current mileage allowance is 44.5 cents per mile.
- **Car Rental**
 - Travelers must use a Class B compact car, except when the number of passengers or the volume of materials to be transported makes use of a compact class vehicle impractical.
 - You may be reimbursed for gas when using a rental car. You may not be eligible for mileage when using a rental car.
- **Commercial Airfare**
 - Airfare may only be reimbursed for “customary standard commercial airfare (coach or equivalent).” OMB Circular A-87
- **Meals**
 - Travelers may only be given a set allowance for meals. Receipts for meals are not reimbursable.
 - Meal Schedule for Overnight Travel (according to DOE form C676)
 - Breakfast - \$6
 - Lunch - \$11
 - Dinner - \$19
 - When a meal is included in a conference registration fee, the traveler is not eligible for that meal allowance.
- **Other Expenses**
 - Taxi
 - Tolls
 - Parking fees