



STATE OF INDIANA



Eric J. Holcomb, Governor
Devon McDonald, Executive Director

Indiana Criminal Justice Institute Travel Expense Guidelines

Travel expenses are allowable costs for employees who are in travel status on official business related to their awarded grant.

Expenses and reimbursements for in state and out-of-state travel must follow the most current [Indiana Department of Administration State Travel Policy](#) or the subrecipient's travel policy, whichever is more restrictive.

Transportation – Airline Travel:

- The coach class cost of airfare may only be reimbursed.
- The most cost effective, efficient airline ticket shall be purchased.
- Cancelled airlines tickets may be reimbursable if a legitimate emergency exists or if legitimate business prohibits the employee from traveling.
- Airport parking may be reimbursed at the long-term economy rates of \$9.00/day at the Indianapolis Airport.
- Tips to airport porters are unallowable.
- Baggage/Luggage fees are allowable expenses for reimbursement.
- Reimbursement requests for airfare should be the passenger coupon portion of the airline ticket and must indicate the name of the passenger, routing, and dates of travel.

Transportation – Car rental:

- Renting a vehicle in connection with travel by other modes of transportation may be reimbursed if suitable local public transportation is not available or when rental is considered more advantageous.
- Subgrantees must include car rental as a budget line item and may not be claimed under mileage or fuel expenses.
 - Collision Damage Waiver (CDW), or Liability Damage Waiver (LDW), insurance covering use of the vehicle is reimbursable expense if coverage is not included in the rental rate. The cost of any other insurance will not be reimbursed, and such costs must be deducted from the claim for reimbursement.
- IDOA recommends use of Intermediate or Compact vehicles.

Transportation – Vehicle Travel/Mileage Reimbursement:

- ICJI can only reimburse at the current State of Indiana mileage rate which as of February 2023 is \$0.49 per mile.
 - If the mileage rate in the subgrantees budget is less than the current State of Indiana mileage rate, the subgrantee must use the mileage rate as written in their budget.
- Mileage is to be calculated from the individual’s home or workstation (whichever is the lower mileage) to the destination address.
- A mileage reimbursement form is required and should provide dates of travel, destination of travel, purpose of travel, and miles traveled. The mileage reimbursement form should be signed by the employee and approved by an approving official. Proof of reimbursement of the mileage expense to the employee should also be included (if applicable). [Sample Mileage Log](#)
- If an employee is driving a company vehicle or rental vehicle, the cost of the rental and/or fuel should be reimbursed rather than utilizing the mileage rate. The same information noted above should be provided as supporting documentation, as well as a copy of the invoice for the rental vehicle, if applicable.
- Persons traveling to locations within four hours’ drive time are generally expected to travel by automobile. Subgrantees may only submit reimbursement for travel expenses as indicated in their budget.
 - Travelers may not be reimbursed for a rental car if only mileage is included in the budget.
- Parking and tolls may be reimbursed when using a personal or rental vehicle. Valet parking will be reimbursable when “self-parking” is not available or is cost effective and practical (costs less, one fee with in/our privileges). Receipts for parking and tolls must accompany all requests for reimbursement.
- Transportation via taxi/Uber/Lyft or public transportation between airport and hotel may be reimbursed. The traveler must have a separate budget line item for transportation and itemize each trip. Reasonable tips are reimbursable as well.
- Receipts for Taxi, cab fare or shared ride service (Uber, Lyft) must also indicate the starting point and destination.
- Cancelled or missed ride share (Uber, Lyft, etc.) costs are not eligible for reimbursement.

Meal/Per Diem Reimbursement:

- ICJI subgrantees can only be reimbursed as set forth in the current applicable State of Indiana travel policy as outlined in [Grant Management Directive 4](#).
- Subgrantees reimbursement request may not exceed the Per Diem rate included in their grant budget if it is less than the State of Indiana current rate.
- A traveler is not entitled to Per Diem or lodging if travel takes the person 50 miles or less from their workstation or home. The event or reason for travel must last more than 7.5 working hours. Per Diem may also NOT be claimed for same day travel. Overnight travel must be involved to claim Per Diem.

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- If Per Diem is included in the subgrantees budget, the State of Indiana travel rules must be followed. Current Indiana per diem rates are as follows (as of February 2023):
 - In-State: \$41.00 maximum per day (Breakfast: \$10.25, Lunch: \$10.25, Dinner: \$20.50)
 - Out-of-State: \$52.00 maximum per day (Breakfast: \$13.00, Lunch: \$13.00, Dinner: \$26.00)
 - Agencies may only request reimbursement for the rate included in the budget.
 - Receipts are not necessary for per diem.
 - If a meal is provided as part of a registration fee or hotel room fee, you cannot claim that meal on your reimbursement request. In addition, alcohol purchases cannot be reimbursed. However, no deductions from subsistence shall be taken for continental breakfasts or meals served on airplanes.

Hotel/Lodging:

- Reimbursement for In-State lodging is limited to the In-State Lodging rate as set by the State of Indiana travel policies. In-State Lodging rates as of February 2023 may be located: https://www.in.gov/idoa/files/IDOA_StateLodgingRate_Memo_Feb242020.pdf.
- Reimbursement may not be claimed for lodging when the lodging was provided by another person who is not in the business of providing lodging.
- Lodging/over-night travel is only allowed if travel takes the individual fifty miles or more from their home or place of employment (whichever is closest). The event or reason for travel must last more than 7.5 working hours.
- Hotel/Lodging receipts must contain the following: Name of Payee and address of lodging, Number of persons in the room, Daily charge for the room, date or room usage, and Indication that payment was made for room. Original receipts are required for reimbursement as Credit card receipts will not qualify as approved documentation by themselves.

Conferences:

- ICJI requires a copy of the conference announcement, agenda or other document that provides information about the conference and verifies that the conference was within the scope of the State or Federal grant.
- It is recommended Subgrantees send a copy of the conference agenda to their grant manager prior to registration to ensure the conference is within scope of the State or Federal grant and therefore reimbursable.
- Any conference registration fees paid for either before the start of the grant period or outside of the grant period cannot be reimbursed because the benefit to the grant program will occur outside of the grant period of performance as outlined in [Grant Management Directive 9](#).

General Documentation Guidance:

- All subgrantees should be knowledgeable of [2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). All subgrantees should also be knowledgeable of the Department of Justice [Grants Financial Guide](#).
- ICJI is responsible for ensuring organizations it provides state and federal funds to are utilizing those funds in compliance with relevant state and federal laws, rules, and regulations. Part of that responsibility includes ensuring appropriate supporting documentation is included with all requests for reimbursement submitted to ICJI. This policy aims to establish a consistent set of guidelines for what documentation is required for each type of item included in a subgrantee's approved grant budget.

This policy applies to all organizations that receive grant funds from ICJI, including but not limited to State agencies, local government entities, nonprofit organizations, institutions of higher education, and for-profit organizations.

- Every expense that a subgrantee has requested reimbursement for must be supported by adequate documentation showing that the expense: occurred within the grant period, is allowable, is reasonable, and is supported by verification of payment. Any costs that are incurred either before the start of the project period or after the expiration of the project period are unallowable.