

## TRAVEL COST POLICY

### Purpose

This policy establishes standards for travel costs charged to federal awards in accordance with Uniform Grant Guidance (2 CFR §200.475).

### Scope

This policy applies to all Town officials and employees traveling on Town business when costs are charged to federal awards.

### Policy

#### 1. Prior Approval

Travel must be approved in advance by the Town Manager or designee.

#### 2. Allowable Costs

Travel costs must be reasonable and necessary and may include mileage, lodging, meals, registration, and transportation.

#### 3. Mileage

Mileage reimbursement shall be at the current IRS rate unless otherwise required by a grant.

#### 4. Lodging and Meals

Costs must be reasonable and supported by receipts or per diem limits.

#### 5. Documentation

Reimbursement requests must include purpose, dates, destination, and receipts.


#### 6. Unallowable Costs

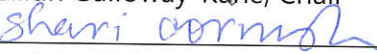
Personal or unapproved travel expenses will not be reimbursed.

#### 7. Consistency with Other Policies

This policy supplements the Town's Financial Management and Personnel Policies.


Adopted by the Hardwick Select Board on April 2, 2026.

  
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Ceilidh Galloway-Kane, Chair

  
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Shari Cornish, Vice Chair

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Tim Ricciardello, Member

  
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Larry Fliegelman, Member

  
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Derek Richardson, Member