

V. Nutrition Services and Administration

5.1.060 Line Item: Travel

Authority 2008 7 CFR 246.14(c)

Issued 01/1981

Revised 10/2009

POLICY: The local agency (LA) shall budget and bill all travel for WIC operations, except for conference and training related, on the travel line item.

PROCEDURES:

- A. Travel for WIC operations may be for any of the following:
 - 1. Satellite clinic sites.
 - 2. Vendor activities.
 - 3. Outreach activities.
 - 4. Special administrative activities associated solely with WIC.
 - 5. Non-training meetings sponsored by WIC.
 - 6. Home visits by peer counselors to assist women to continue breastfeeding.
- B. Allowable costs under this line item include any of the following:
 - 1. Travel.
 - 2. Lodging if greater than 50 miles or more from the official LA main office.
 - 3. Meals.
- C. Documentation of costs and expenditures must be retained as follows:
 - 1. Receipts for:
 - a. Lodging.
 - b. Travel other than by automobile.
 - 2. An expense sheet or comparable record, signed by the employee, for:
 - a. Meals.
 - b. Mileage.

Note: Mileage shall be reimbursed at the lower of the current IRS rate for mileage reimbursement or the mileage reimbursement rate set by the LA's internal policy.
 - 3. Agency direct payment of employee expenses or reimbursement to the employees.
- D. Nutrition education costs are allowable on this line item if the cost for travel is directly applicable to nutrition education, including breastfeeding promotion.