

Wyoming County Business Center (WCBC)
Travel Procedures and Guidelines Regarding Federally
Funded Projects

Travel Authorization

The WCBC requires travel authorization and approval by the President/CEO prior to incurring travel costs to be charge to the grant project.

Before any travel expenditures will be reimburse the President/CEO must approve of vouchers supporting actual costs after travel to ensure travel costs claimed and billed are allowable and associated with the specific federally funded project.

Mileage reimbursement for use of personal vehicle will be reimbursed at the government mileage rate. As of September 2022 the GSA is \$0.625 for the final six months of the year 2022.

All travel costs must be allowable, allocable, and reasonable and approved by the President/CEO.

Adopted September 21, 2022