

Travel

If travel expenses are charged to a federal award, the documentation for such charges must justify that travel by the individual is **necessary to the federal award**.

Proposals that anticipate travel on a federal award should include a budget justification clarifying who is traveling and why that person's travel is necessary. Travelers and/or administrators must document, and retain the documentation, as to why the trip was necessary and how it benefited the project.

Applicable Uniform Guidance section: 200.474 - Travel costs