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MEMORANDUM

TO: Superintendents, Business Managers, CFP Team Leaders, Special Education
Directors and State and Federal Grant Administrators
FROM: Heather Bouchey, Ph.D., Deputy Secretary HB
SUBJECT: Use of State and Federal Grant Funds for Travel Out of Continental United States
DATE: April 17, 2019

The purpose of this communication is to clarify the Agency of Education's process for granting approval of the use of federal and state grant funds to support strategies, activities or interventions that include travel outside of the continental United States.

In advance of submitting any grant investment that includes travel outside of the continental United States, a written request must be made to the State Secretary of Education by the Superintendent of the LEA or the appointed authority of the non-LEA grant recipient. This written request must include

- Purpose of the activity, strategy or intervention;
- Agenda of activity;
- Timeline of activity and specific deliverables;
- Specific costs associated with the activity;
- Process by which activity outcomes will be measured;
- Procurement documentation;
- Justification for the selection of the proposed activity through lenses of what is allowable, reasonable, necessary and allocable; and
- Any additional information that the grantee would like the Secretary to consider.

You will receive written notification of the decision from the Secretary or the Secretary's designee. Approval is required prior to the submission of a grant application or amended grant application including investments for out-of-country travel. Use of state or federal grant funds on travel outside of the continental United States without prior approval is not allowed and will result in disallowed costs.

Please contact members of the fiscal or program team with any questions.