



ARIZONA DEPARTMENT OF EDUCATION

Participant Support Costs

United States Department of Education Letter to State School Officers¹

The United States Department of Education (USED) granted the Arizona Department of Education (SEA) prior approval for any participant support cost (PSC) that does not exceed a total cost of \$5,000.00 per individual participant or trainee per conference, training, or event. If an individual PSC exceeds \$5,000.00 for a conference, training, or event, the SEA must request prior approval from the USED.

The PSC must be deemed an allowable cost under the applicable program and must meet all applicable requirements including being reasonable, necessary, allocable, and properly documented.

Draft Title VIII Equitable Services Guidance

C-19 May an LEA² reimburse private school educators who attend a conference for conference fees, hotel, travel, and meal expenses?

Yes. Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees in connection with conferences or training projects are “participant support costs” (2 CFR § 200.75), which are allowable with the prior approval of the USED (2 CFR § 200.456). A State often requires local government agencies, including LEAs, to use the States’ written travel and per diem policies. If an LEA is required to use its State’s written travel and per diem policy, the LEA may require private school educators who receive equitable services with Federal funds to follow the same travel and per diem policies that apply to the LEA’s employees, as long as doing so does not prohibit private school educators from participating in otherwise reasonable and allowable activities. For example, if a professional development activity is identified that best meets the needs of an educator, is an allowable activity under the statute, and is available at reasonable cost, the request may not be denied simply based on the location of the activity. If the State does not require use of a particular travel or per diem policy, the LEA should pay travel expenses of private school staff based on its own district policy.

Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

2 CFR § 200.456 Participant Support Costs

Participant support costs as defined in 2 CFR § 200.1 are allowable with the prior approval of the Federal awarding agency.

2 CFR § 200.75 Participant Support Costs

Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees of the LEA) in connection with conferences, or training projects.

¹ Lane, James F., “To Chief State School Officer.” 8 Dec. 2022.

² “LEA” means Local Education Agency