

CADDO PARISH SCHOOL BOARD
POLICY MANUAL
File: DLC

II. Meals

A. Reimbursement will be made to cover the actual cost of meals as outlined in Table A below. Receipts are not required. However, the number of meals claimed must be reported on the claim form (Form 2)

B.

Table A

		Meals <u>Per Diem</u>	Average <u>Per Meal</u>
Tier I	In-State		
	Except New Orleans	\$46	\$15.33
Tier II	New Orleans and Out of state, except		
	Tier III	\$54	\$18
Tier III	High Cost Cities	\$65	\$21.67

(Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas/ Fort Worth, Denver, Detroit, Hartford, Houston, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, New York City, Oakland, Ca., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, Me., Portland, Or., San Antonio, San Diego, San Francisco, Seattle, St. Louis, Tampa, Fl., Washington, DC, Wilmington, De., all of Alaska or Hawaii, Puerto Rico, Virgin Islands, American Samoa, Guam, District of Columbia, And International Cities)

B. Number of meals claimed will be determined by the following schedule:

1. Breakfast: When travel begins at or before 6:00 a.m. on the first day of travel, or extends beyond 9:00 a.m. on the last day of travel, and for any intervening days.
2. Lunch: When travel begins at or before 10:00 a.m. on the first day of travel, or extends beyond 2:00 p.m. on the last day of travel, and for any intervening days
3. Dinner: When travel begins at or before 4:00 p.m. on the first day of travel, or extends beyond 6:00 p.m. on the last day of travel and for any intervening days.

C. Other meals

1. If banquet or other meals are included as part of registration fees, they cannot be included as expenses in meals claimed.
2. If it is necessary to include guests for meals, the name and position of the guest must be shown. State the reason for inclusion of a guest on expense sheet.
3. Business meals will be reimbursed at actual cost with receipts. Business meals are those meals taken with consultants, advisors or associates for a business purpose. Meals taken at casual lunch discussions, retirement parties or other such activities are not considered business meals. To substantiate the business meal expense, the following information must be provided: (1) the name of attendee and organization associated with, and (2) the specific business topic discussed.