

CADDO PARISH SCHOOL BOARD  
POLICY MANUAL  
File: DLC

DLC - EXPENSE REIMBURSEMENTS

Travel reimbursements to Caddo Parish School Board employees and board members shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the Board and must be within the limitations prescribed herein.

I. General Procedures

- A. All trips for CPSB employees must be approved in advance by department heads. Trips for Board members must be approved in advance by the Board president.
- B. All requests for reimbursement of out of parish travel expenses will be submitted on the Travel Reimbursement Request Form. A formal agenda, program or letter stating the purpose of travel must be attached to each request for reimbursement for all out of parish travel. In parish travel reimbursement must be claimed on the Monthly Report of Official Travel Form.
- C. The request form shall be completed in its entirety and must be signed by the person requesting reimbursement.
- D. All expenses incurred and directly related to approved travel should be identified on the form. The request for reimbursement must be accompanied by a receipt or other supporting documentation for each item claimed, except for:
  - 1. Taxicab or local public transportation less than \$10.
  - 2. Tips for baggage handling; \$1 in and out of airport and hotel.
  - 3. Parking at self service lots when less than \$5 per day.
  - 4. Meals.
- E. The official who authorized the travel and the appropriate assistant superintendent shall review the claim form before approving it and shall assure that all necessary supporting documents are attached to the form before forwarding to the Finance Department.
- F. The Finance Department shall review the claim form and supporting documentation for accuracy and compliance with this procedure. The Finance Department may request additional information from the traveler or reject any reimbursement request which does not comply with this policy.

Any expense deemed to be unusual or extraordinary may require expanded explanation.
- G. Expenses of side trips, sightseeing trips, optional tours, etc., not required by or related to work or meeting are not reimbursable.
- H. Expenses prepaid by traveler will be reimbursed only upon return from trip.
- I. The traveler is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
- J. Anyone who receives reimbursement by means of a false claim shall be subject to immediate disciplinary action, as well as being criminally and civilly liable within the provisions of state law.

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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).

Table A

		<u>Meals Per Diem</u>	<u>Average Per Meal</u>
Tier I	In-State		
	Except New Orleans	\$30	\$10
Tier II	New Orleans and		
	Out of state, except		
	Tier III	\$36	\$12
Tier III	High Cost Cities	\$45	\$15

(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.

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III. Lodging

Hotel charges shall be reimbursed at the actual rate incurred. If the spouse or family of the official also stay in the room, then the single room rate shall be claimed. Rate differentials may be obtained from the hotel or may be listed on registration form in the case of group rates for conventions. Occupancy taxes shall be pro-rated to the single rate. Any advance room deposit paid by the Board must be deducted from the total charges. Hotel receipts must be attached to the reimbursement claim. Credit card charge tickets with only total amounts are not acceptable.

IV. Transportation

- A. Personal automobile - The mileage reimbursement will be the rate authorized by the state commissioner of administration. mileage charged shall be measured by direct route to the destination and may include local driving related to business purposes upon arrival. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The traveler claiming reimbursement shall report the names of the other passengers.
- B. Parish car - Receipts for fuel, oil and other necessary automobile operating costs must be attached to the claim form.
- C. Air travel - Air travel will be at the lowest, advance coach rates unless not available. When unavailable, permission for first class fare must be obtained from the superintendent. The original passenger coupon of the airline ticket must be submitted with the claim form. This applies to all air travel, whether prepaid by the school board or reimbursable to the traveler. If prepayment is made by the board, the claim form shall indicate prepayment. Travel with stays over a Saturday night are permitted in order to take advantage of lower excursion round trip air fares. This is acceptable when the added cost of lodging and meals plus the excursion fare are less than the lowest airfare available which does not include a Saturday night stay.
- D. Taxi - Taxis and other local transportation (buses, subways, airport shuttles, etc.), will be paid at actual cost. Original receipts for expenses exceeding \$10 per taxi must be presented with the claim form. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Travelers are encouraged to utilize public transportation whenever feasible.
- E. Car rental - Car rental must have prior approval by the official who authorized the travel. Expenses will be reimbursed at actual cost. Cars should be rented by travelers only when other means of transportation are unavailable, more costly or impractical. The use of a rented car must be justified as a business need and not as a matter of personal convenience. All rentals shall be for compact cars unless three or more people are traveling together. The original car rental contract and receipt must be submitted with the claim form. Personal accident insurance when renting a vehicle is not reimbursable. Travelers are covered under worker's compensation while on official Board business.
- F. Other - Travelers using motor vehicles on official board business will be reimbursed for storage and parking fees, road fares, ferry fares, bridge tolls, etc. Receipts must be submitted with the claim form when a fee is \$5 or more.

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V. Other Expenses

The following expenses incidental to travel may be reimbursed:

- A. Telephone or other communication expenses relative to official board business: Itemized phone charges must be reflected on the hotel invoice or on the personal phone bill, with the nature of the call explained.
- B. Registration fees for conventions, conferences and meetings: Original receipts must be presented with the claim form. Early registration is strongly encouraged when it results in a reduced fee. If the registration is prepaid by the board, the claim form should reflect such prepayment.
- C. Tips: Should be reasonable and appropriate for the services received. Tips will be reimbursed at 15% for meals and taxi. For baggage handling, \$1 per bag is allowed up to a maximum of \$10 for the entire trip.
- D. Extraordinary costs such as conference room rentals or other expenses must have prior approval of department heads.
- E. Any necessary expenses other than those herein specified shall be reimbursed only if supported by a written explanation and receipt.

VI. Nonreimbursable Expenses

The following expenses are not reimbursable:

- A. Personal telephone calls
- B. Personal articles (e.g. toiletries, clothing)
- C. Shoe shines
- D. Traffic fines
- E. Hotel room movies
- F. Tips to maids
- G. Alcoholic beverages
- H. More than 3 meals per day
- I. Personal insurance charges on rental cars
- J. Meals when they are provided by the seminar/airline
- K. Family expenses
- L. Care of clothing
- M. Individual dues to professional associations
- N. All other non-business, non-training or personal expenses

Adopted: March 15, 1995  
Reviewed &  
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