

# Lincoln Parish School Board – Travel Guidelines

## Revised July 2018

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Note: These guidelines apply to ALL employees.

Prior approval from the appropriate supervisor/administrator MUST be obtained before any trip is taken.

A leave sheet should be turned in and approved in advance of trips.

A detailed agenda or overview showing specific times for all meetings must be attached to all travel reimbursement requests.

All travel will be on a reimbursement basis only. District credit cards will not be used for travel.

Reimbursement for out of parish or out of state travel should be submitted within a week after returning from the trip. If documentation from a credit card or cancelled check is needed, the reimbursement should be submitted within 60 days after the trip. Reimbursement requests for routine in parish travel **MUST be requested monthly.** Travel reimbursement should **not accumulate more than two months.**

\* The Superintendent or Assistant Superintendent has the authority to review travel charges and authorize payment.

### Overnight Travel

#### Meal Allowances (including tips and taxes)

##### Tier I

(Lafayette, Lake Charles, etc)

Breakfast = \$9

Lunch = \$13

Dinner = \$29

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**\$51**

##### Tier II

(In-State high-cost areas – i.e. New Orleans, Baton Rouge, etc.)

Breakfast = \$12

Lunch = \$17

Dinner = \$30

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**\$59**

##### Tier III

(Out-of-State – Dallas, Austin, Jackson, etc.)

Breakfast = \$12

Lunch = \$19

Dinner = \$33

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**\$64**

**Tier IV**  
**(Out-of-State high cost areas - New York, San Francisco, Orlando, Baltimore, etc.)**

Breakfast = \$13

Lunch = \$19

Dinner = \$36

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**\$68**

Meals will be reimbursed on a **per diem basis** in accordance with the following, which is formatted after state travel guidelines.

**Breakfast** – Reimbursed 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 intervening days.

**Lunch** – Reimbursed 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.

**Dinner** - Reimbursed when travel begins at/or before 4:00 p.m. on the first day of travel, or extends beyond 8:00 p.m. on the last day of travel and for any intervening days.

All expense claims will be reviewed and approved based on travel destination and **reasonable travel time**.

**Snacks** purchased between meals are **not reimbursable** meal expenses.

No per diem will be paid if meals are provided at the meeting or conference attended. This includes continental breakfast or pastries served prior to meetings which will be considered breakfast. (i.e. meeting or conference registration fees include the cost of the meals provided.) **A detailed agenda for the meeting/conference MUST be attached to the reimbursement request in order for the reimbursement to be processed.**

**For SINGLE DAY TRAVEL where no overnight stay is required: Meals are NOT eligible for reimbursement.**

### **Overnight Hotel Accommodations**

Overnight accommodations will only be reimbursed if meeting/conference is farther than 2 hours away.

Each employee who travels overnight will make all reasonable attempts to acquire the most economical government rates available for lodging, **limited to a cost of not more than the State rate per night**, excluding lodging in high-cost areas. Room charges in excess of this limit will be the personal expense of the employee. Prior approval must be obtained for room costs in high-cost areas.

***Exception:*** *When reservations are made at the actual conference hotel, room fees will be reimbursed in full, as long as government rates or group block rates are obtained. If the cost of the room will exceed \$125 per night, permission from the appropriate Central Office supervisor must be obtained prior to the travel.*

Each employee should utilize the **exemption of in state sales tax** on all hotel stays. Forms may be obtained from the Lincoln Parish School Board Office. Tax will not be paid by the LPSB.

### **Tips and Gratuities**

All tips and gratuities (including valet parking and taxis) are non-reimbursable. It is at the employee's full discretion to pay tips and gratuities; it will be the employee's personal expense.

**Exception:** *Baggage tips may be allowed if an employee has special needs. An employee with special needs must request approval from their supervisor prior to incurring reimbursable tips.*

## Transportation

When two or more employees are traveling to the same destination, every reasonable attempt will be made to car pool in one vehicle. When two or more personnel travel in the same vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

**Personal Vehicle:** Each employee traveling in their own personal vehicle will be reimbursed the designated mileage rate **(.54)** for miles reasonably driven directly to and from an approved destination. Mileage driven off of the direct route to the approved destination will not be reimbursed to the employee, unless it is for a business purpose which is stated on the travel request form.

**Vehicle Rental:** The cost for vehicle rental is not reimbursable. It is at the employee's full discretion to rent a vehicle when traveling, but only a mileage allowance will be reimbursed to the employee. All cost incurred with the rental of a vehicle is the personal expense of the employee.

**Exception:** *If several employees are traveling to the same meeting/conference and it proves more economical than taking multiple vehicles, a large vehicle MAY be approved. Prior permission must be obtained from the Director of Instruction, Personnel and Special Programs. Gasoline receipts for the vehicle must be presented along with the mileage and rental fee receipts.*

**All other ground travel is prohibited, unless determined to be more economical and prior approval is granted.**

**Valet Parking** – Valet parking costs will be reimbursed ONLY if no regular parking is available.

**\*No reimbursements for expenses will be considered prior to or after travel unless a leave form has been turned in and approved by an appropriate administrator or supervisor.**