

## EXPENSE REIMBURSEMENT

The Caddo Parish School Board shall reimburse employees and School Board members for expenses incurred while on official School Board business, within budgetary limitations. Travel expenses shall be limited to those expenses necessarily incurred by employees or School Board members in the performance of official responsibilities as may be authorized by the School Board. Reimbursement of expenses shall be based on submission of a properly completed and approved expense report and such supporting documentation as required and in accordance with approved procedures and reimbursement rates, as outlined in the School Board's *Regulations for Travel Reimbursement*. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense and approved procedures and rates.

All requests for travel outside of Caddo Parish within the state of Louisiana or outside of the state shall be approved in advance. Travel rates for employees and School Board members shall be in accordance with rates authorized by the *Regulations for Travel Reimbursement* as developed from the U.S. General Services Administration.

All employees who use their private vehicles for official School Board business shall be required to carry liability insurance. When a private vehicle is used for official School Board duties, mileage shall be reimbursed based on the rate approved by the School Board. In no case shall an employee be allowed mileage or transportation reimbursement when the employee has been gratuitously transported by another person.

Claims for reimbursement of out of parish/out of state travel expense shall be submitted for payment within a week following the travel for which expenses were incurred. Claims for reimbursement of in-parish travel should be submitted monthly. Failure to submit the necessary paperwork and/or documentation in a timely manner may result in non-payment of expenses. In the event any employee is unable to report his/her travel before the end of the reporting period, the Chief Financial Officer and/or his/her designee shall approve any extension of the reporting date on a monthly basis.

Any employee or School Board member who submits a false or fraudulent travel claim shall be subject to disciplinary action and the School Board shall be entitled to restitution in full compliance with statutory provisions.

### TRAVEL REGULATIONS

Regulations governing travel reimbursement, allowances, and standard round-trip mileage to various locations, schools, and/or selected cities, as well as forms and charts to be used for requesting travel and subsequent reimbursement of expenses are included in the School Board's *Regulations for Travel Reimbursement*. Provisions contained in the *Regulations for Travel Reimbursement* apply to all employees whether reimbursed for travel by the School Board or by individual schools.

Meals

Meals will be reimbursed in accordance with current *U.S. General Services Administration* rates.

Revised: December 15, 2015

Revised: June 16, 2020

Ref: La. Rev. Stat. Ann. ' ' 17:56, 32:861, 32:862, 32:863, 32:863.1, 32:900; Board minutes, 2-18-76, 3-17-76, 3-15-95, 5-22-02, 10-18-05, 7-19-11, 12-15-15, 06-16-20.