

EXPENSE REIMBURSEMENT

The Jefferson Davis Parish School Board shall reimburse employees and School Board members for expenses incurred while on official School Board business, within budgetary limitations. In accordance with this policy, the Superintendent shall be entitled to expense reimbursement in the same manner and under the same conditions as other employees. Travel expenses shall be limited to those expenses necessarily incurred by employees or Board members in the performance of official responsibilities as may be authorized by the School Board. Only actual expenses incurred as evidenced by the submission of a statement of expenses, accompanied by proper supporting receipts, shall be reimbursed.

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

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.

The following allowances, rules and interpretations are established for the purpose of reimbursing all employees, including those reimbursed from school funds, for travel expenses incurred on School Board business:

1. Air transportation should be used for travel beyond the local area and out-of-state where feasible. Staff members and employees shall be reimbursed only at coach or economy class rates. If space is not available on less than first class air accommodations in time to carry out the purpose of the travel, the traveler shall secure a certification from the carrier indicating this fact. This certification will be attached to the transportation receipt submitted.
2.
 - A. A mileage allowance may be authorized for travelers using personally-owned vehicles while in the conduct of official business. Mileage shall be reimbursable in accordance with limitations as approved by the School Board. Additionally, personnel shall be reimbursed for storage and parking fees, ferry rates, road and bridge tolls, and use of personal vehicle in lieu of cabs, etc. for local transportation on out-of-town trips.
 - B. When travel by personal automobile is authorized in lieu of air transportation authorized above, the traveler shall be reimbursed travel cost (transportation, lodging, meals while en route) not to exceed the cost of travel by economy class air rates. Reimbursement shall be on the basis of the most direct route.

- C. In case an employee travels by an indirect route or on personal leave days for his/her own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and usually traveled route.
 - D. When two (2) or more persons travel in the same personally owned vehicle, only one charge shall be permitted for the use or expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.
- 3. Travelers shall be reimbursed for all legitimate expenses incurred while on official School Board business, not to exceed \$40.00 per day. These expenses are to be verified by itemized receipts. Expenses incurred that exceed the allotted amount (verified by itemized receipts) shall be considered for approval by the School Board or its designee.
 - 4. Reimbursement for lodging shall be based on single occupancy rates. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher.
 - 5. Only the following expenses incidental to travel may be reimbursed:
 - A. Communication expense relative to official School Board business.
 - B. Registration fees at conferences.
 - C. Charges for storage and handling of equipment.
 - D. Taxi and bus fares.
 - E. Limousine service to and from terminals or stations.
 - 6. Receipts or other substantiation shall be required for travel expenses, except for the following:
 - A. Taxicab or local bus fares.
 - B. Parking under \$5.00.
 - C. Telephone and telegraph under \$2.00.

The traveler shall be expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Prior travel approval shall be required. The rates authorized for travel reimbursement shall not exceed the reimbursable allowance stated herein, unless special approval is granted in writing.

Revised: April, 1995
Revised: March 17, 2022

Revised: November 21, 2024

Ref: La. Rev. Stat. Ann. §§17:56, 32:861 et seq., 32:900; Board minutes, 4-13-95, 6-20-96, 8-15-96, 3-17-22, 11-21-24.