

**ALL OUT OF PARISH TRAVEL MUST BE PRE-APPROVED BY THE SUPERINTENDENT OR SUPERINTENDENT’S DESIGNEE**

Methods of transportation

- A. Cost-effective transportation – The most cost effective method of transportation that will accomplish the purpose of the travel shall be selected.
- B. Air – The lowest possible airfare available. The difference between coach/economy class and first class will be paid by the traveler.
- C. Personally-Owned Vehicles – IRS established rate for reimbursement Note: To be eligible for mileage reimbursement the exact location must be submitted from departure point and destination point. Mileage reimbursement will not be made if exact locations are not provided.
- D. The traveler gets the lesser of the air fare or mileage.
- E. Public Ground Transportation (overnight travelers only) – Buses, subways, airport limousines, and taxis are limited to \$ 22 per day without receipts; claims in excess of \$ 22 per day require receipts to account for the total daily amount.
- F. Rented Motor Vehicles – only the cost of a mid-size model is reimbursable (no luxury models will be reimbursed, overnight travelers only)

Lodging and Meals

- A. Travelers meals - Meals will be reimbursed only if the employee stays overnight and the overnight stay was necessary.

Traveler’s Meals (Including Tax and Tips)

Travelers may be reimbursed up to the following amounts for meals.

	In-State	O/S Inclu. N.O.	High Cost * & Above
Breakfast	\$ 12	\$ 12	\$ 16
Lunch	\$ 16	\$ 18	\$ 20
Dinner	<u>\$ 24</u>	<u>\$ 28</u>	<u>\$ 38</u>
	\$ 52	\$ 58	\$ 74

Receipts are not required for routine meals within these allowances.

- B. Lodging (rate plus tax, receipt required)

**\$85 In-state (except as listed)**

\$95 Baton Rouge

\$105 Bossier City, Lake Charles, Shreveport

\$135 New Orleans (Gretna, Kenner, Metairie for lodging only)

\$ 95 Out-of state (except those listed)

**\*\$175** High Cost (Atlanta, Baltimore, Boston, Cleveland, Dallas, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland CA,

Philadelphia, Phoenix, Pittsburgh, Portland Or, San Diego, St. Louis,  
Seattle, Tampa FL., Wilmington De, Alaska, Hawaii and **San Francisco**

**\*\$200 Chicago**

**\*\$225 New York City, Washington DC, and Arlington/Alexandria VA**

C. Conference Lodging (rate plus tax, receipt required)

The rate paid for lodging while attending conferences will be the quoted rates for hotels participating in the conference. If a hotel participating in the conference is not available the regular lodging rates apply. Actual lodging rate can be paid if the trip is required by the board.

D. Parking and related parking expenses

1. Baton Rouge Airport – Maximum \$ 5.00 daily allowance, no receipt required
2. New Orleans Airport – Maximum \$ 15 daily allowance, no receipt required
3. Tips for valet parking \$1 per in and \$1 per out
4. Daily parking fees not listed above limited to \$10 per day without receipts. **Actual amounts over \$ 10 per day with receipts.**

E. Reimbursement of other expenses

- a. Phone calls
  - Official business – all costs (receipts required for over \$ 3)
  - For domestic overnight – up to \$ 5 per night personal calls