

Travel Reimbursement Guidelines

Please adhere to the following guidelines when requesting reimbursement for travel through the Grant Department. A copy of your approved *Permission to Travel* needs to be attached to each request.

- I. Reimbursable costs written in the grant include the following:
 - Registration
 - Meals (receipts for meals are not required)
 - Mileage
 - Hotel
 - Airline tickets
 - Parking/shuttle/baggage fees
- II. Travel Advances
 - Only out-of-pocket expenses which are required prior to attending the conference, such as airline tickets and registration fees, can be advanced more than two weeks before traveling. This would be turned in on a separate Travel Advance form separate from any advance of hotel fees or meals.
 - If registration was paid directly to the conference, do not list it on your travel advance or Employee Travel Expense voucher.
 - Other expenses, such as hotels and meals, can be advanced two weeks before trip.
 - The amount of all travel advances must be subtracted from the total reimbursement requested after traveling.
 - Write your mailing address on the Travel Advance form request to verify where the check should be mailed
- III. If you are traveling out of state and plan to drive, you must send written request to the Director of Internal Auditing getting approval along with the amount you will receive instead of flying. You must get written permission for rental cars as well prior to your travels. The request form can be printed from the Grant Dept website.
- IV. If your stay necessitates the rental of a car, written permission must be obtained from the Superintendent before you leave. Additionally you must purchase insurance from the rental company.
- V. Save all receipts except for meals. Attach receipts with appropriate form.
- VI. When sharing a hotel room, one person pays for the room; do not split the cost of the room. The name of the person paying for the room must appear on the bill.
- VII. Make certain conference rates are being used for hotel charges. Parish policy will not reimburse amounts exceeding conference rates. You will be responsible for the difference. When checking in, verify that you are getting the conference rate.
- VIII. Complete the Travel Reimbursement Checklist and return your travel expense voucher, along with all other documents required for reimbursement, to the Grant Department immediately upon returning from your trip.