

INTERNAL AUDITING DEPARTMENT
CALCASIEU PARISH SCHOOL BOARD

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To: All CPSB Employees

From: Charles D. Duhon, Internal Auditor



Date: October 16, 2001

Subject: Travel

Due to recent events, CPSB employees may wish to drive to out of state meetings rather than fly.

Currently, CPSB Policy (DJD E e.) applies to driving to out of state events. This policy is cumbersome and leaves room for large variances in price to individuals attending the same conference. Additionally, there are no state contract rates in effect from Lake Charles.

Effective immediately, if an employee chooses to drive rather than fly to a conference over 200 miles one way from Calcasieu Parish call the Internal Auditing Department to get the allowable rate an employee may receive for driving. The 200-mile limit includes all of Louisiana and the Houston area. Within the 200 mile one way limit, employees will receive the standard rate.

The Internal Auditing Department will provide the employee with an allowable amount in writing. This written form will need to be attached to your travel expense voucher when submitted for reimbursement. The reimbursement policy in regard to meals remains the same.