

## ***EXPENSE REIMBURSEMENT***

The St. Mary 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. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. Approval of travel and reimbursement must be obtained from the immediate supervisor(s) associated with the specific funding source and Superintendent or Designee.

All employees who use their private vehicles for official School Board business shall be required to carry liability insurance in order to be eligible for reimbursement. The amount of coverage shall be at least that required by state law. When a private vehicle is used for official School Board duties by employees or School Board members, mileage shall be reimbursed based on the current federal mileage rate.

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**

The following travel regulations pertain to the travel of St. Mary Parish School Board members, supervisors, and other authorized employees of the St. Mary Parish School System on official school business; the expenses incurred thereon; and the maximum claim for reimbursement that shall be allowed.

### **Definitions**

|           |   |
|-----------|---|
| Home      | The employee's residence.   |
| Home base | The office or school to which the employee is principally assigned. |

### **Reimbursement for Use of Personally Owned Vehicles**

1. A mileage allowance per mile based on the current federal mileage rate shall be authorized for the use of personally owned automobiles while being operated on official school business.
2. When two (2) or more persons travel in the same personally owned automobile, only one (1) will be reimbursed for travel. In no case shall an employee be allowed mileage or

transportation reimbursement when the employee has been gratuitously transported by another person.

3. Reimbursement for necessary storage, parking, tolls, and similar charges documented, shall be made to employees using personally owned automobiles on official school business.
4. Travel reimbursement shall be as follows:

| <b><u>Travel</u></b>   | <b><u>Reimbursement</u></b>  |
|--|--|
| Out of parish travel   | On the mileage from the employee's home or home base to his/her destination, whichever is less           |
| From home to first stop  | None   |
| From last work stop home   | None   |
| From home-to-home base with a stop at another location on the way        | On the difference between the total travel and the mileage from the employee's home to his/her home base |
| To home from home base with a stop at another location on the way        | Same as Above  |
| From one location to another location other than the way to or from home | Mileage between the two locations  |

**Common Carrier**

1. A common carrier shall be used whenever feasible for out-of-state travel. If a personally owned automobile is used instead of a common carrier, reimbursement shall not exceed the cost of the lesser had the travel been by plane or train on economy rate basis.
2. The most economical, as well as the most expedient method of travel shall be used and approved 14 days prior to travel using economy rates unless otherwise deemed necessary by the Superintendent or Designee. Tourist or coach-type reservations shall be used when traveling by plane, except in cases where these types of reservations are closed and the expediency of time and schedule warrants immediate travel.

**Meals and Other Expenses for Travel**

1. Unless Overnight travel is involved, the School Board will not reimburse for meals unless allowed by the Superintendent or Assistant Superintendent. Meals (including tax and tips) not provided by the organizer or host during overnight travel shall be reimbursed at the specified per-meal rates listed below. No meal receipts shall be required, however, employees shall provide proof of attendance at conferences as appropriate.

Out of Parish With Overnight Lodging Required:

|         |   |               |
|---------|---|---------------|
| Tier 1  | In-State with exception of New Orleans<br>- Breakfast \$10, Lunch \$15, Dinner \$25 | Up to \$50.00 |
| Tier II | New Orleans, and Out-of-State<br>- Breakfast \$15, Lunch \$17, Dinner \$28          | Up to \$60.00 |

2. Hotel and motel lodging for overnight travel shall be reimbursed (single rate) as documented by official receipt. Overnight lodging will not be allowed unless prior approved.

**Reimbursement for travel**

1. Claims for reimbursement of in-parish mileage should be submitted monthly.
2. Requests for out of district/state travel reimbursement shall be submitted within thirty (30) days of the final date of travel or within fiscal year requirements. Requests submitted ninety (90) days or more after the final date of travel will not be honored. In extenuating circumstances, the Superintendent or Designee may approve an extension of the reporting deadline.

Revised: November, 2004

Revised: January, 2005

Revised: March, 2008

Revised/combined with DJD-R: October, 2013

Revised: August 14, 2025

Ref: La. Rev. Stat. Ann. §, 32:861, 32:862, 32:863, 32:863.1, 32:900, 17:56  
Louisiana State Travel Guide – Policy and Procedure Memorandum 49, DOA – PPM 49  
Board minutes, 8-13-84, [8-12-04](#), [9-22-04](#), [7-12-07](#), [7-11-13](#), [8-14-25](#)

St. Mary Parish School Board