



Travel Packet

January 1, 2026 to September 30, 2026

Iberville Parish School Board

Professional Development Request Procedures

1. Employees must complete the Professional Development Request Form for **all types of out-of-parish travel and/or training**. The form must be submitted no later than 14 days before the travel date. *This form shall only be used for out-of-parish travel.*
2. The Professional Development Request Form must be forwarded for signatures. If the training requires overnight accommodations and/or airfare, travel arrangements cannot be made until the form has been approved by all required signatures. (Requests may be denied.)
3. Once the form has been approved:
 - a. Requestor must enter the absence in Kelly Service, even if no substitute is needed. When entering this absence, select "PD". In the notes box, you will need to enter the account number for this travel (it will be on your approved request form.)
 - b. Requestor must complete the registration form.
 - c. If you are located at a school, the requestor must give the registration form and the approved professional development request form to the school secretary/bookkeeper to enter a requisition (in alio) for the registration fees. If you are located at the Central Office, the requestor enters a requisition (in alio) for the registration fees.
 - d. If the training requires airfare, the requestor must:
 - i. If fewer than 3 persons are traveling together, the requestor must make their arrangements and request reimbursement using the travel reimbursement form upon return from the training.
 - ii. If more than 3 persons are traveling together, the school secretary/bookkeeper should enter a requisition to Pearson's Travel. Once the PO is approved, the district will initiate contact with the vendor to make the arrangements and pay for the airfare before the training.
 - e. Once the school secretary/bookkeeper has an approved purchase order, he/she will return all paperwork to the requestor for further processing.
 - f. Requestor must send the registration form, approved professional development request form, and a printed copy of the purchase order to Accounts Payable, at the School Board Office, for processing. Accounts payable will only pay registration fees directly to the vendor. Keep a copy of the Professional Development Form for your records.
 - i. Accounts Payable will not make your travel arrangements. It is your responsibility to make sure all arrangements have been made.
4. Upon returning from your training:
 - a. Within 10 working days of your return, you must submit a Travel Reimbursement Request Form to Accounts Payable for reimbursement.
 - i. The completed reimbursement request form should include all required receipts, badges, etc., and the approved professional development request form.
 - ii. All fields must be completed or the request will be returned to you for completion. This will delay the reimbursement being made to you.
 - b. Please allow up to 2 weeks for processing.
5. If you attend multiple trainings within the month, please use a separate travel reimbursement form for each training.

Professional Development Checklist

Please use this checklist to ensure you have completed all steps to attend PD.

Steps	Complete
PD Request Submitted for Approval (at least 14 days prior to registration due date) • If overnight accommodations are needed, the hotel tax exempt form must be submitted at the same time.	
PD Request Approved • Employee receives approved/signed copy	
Absence reported to Kelly Services (KES), regardless if substitute is needed and regardless if school is in session	
Complete the conference/training registration form	
Give completed registration form to school bookkeeper or department secretary to enter a requisition (so the registration can be paid)	
Once you have an approved purchase order, you may continue to the next step.	
Confirm that school bookkeeper or department secretary has submitted your registration to Central Office for payment processing (to be paid by check) OR If credit card payment is required, report to Central Office to process your payment (must have all required paperwork)	
Employee must make hotel arrangements	
Employee must make airfare arrangements (talk to school bookkeeper or department secretary)	
Confirm with conference/training center that your registration has been paid, at least two weeks prior to conference/training date	
Submit travel reimbursement request, within 10 working days upon your return, to Central Office for processing • Ensure that you have submitted all required documents/forms	

IBERVILLE PARISH SCHOOL BOARD Professional Development Request Form

Employee Name: _____ School: _____

Conference Name: _____

Conference Date: _____ Conference Location: _____

Reason for conference: _____

Substitute needed: ☐ No ☐ Yes Account # _____**Estimated travel costs:**

Registration Fees _____ Hotel Fees _____

Airfare Fees _____ Meals _____

Mileage _____ Other _____

Total _____

Travel account # _____

I request that the Iberville Parish School Board pay my conference and travel expenses for me to attend the above conference. I understand that should I be unable to fulfill my commitment to attend this conference for ANY REASON, I hereby authorize the School Board to DEDUCT any and all nonrefundable conference expenses from my monthly salary check or any check(s) made payable to me. The conference expense shall be deducted/withheld from my next scheduled pay check. I further understand that the School Board may not know all expenses of the seminar immediately. I authorize the School Board to deduct/withhold seminar expenses from my check beginning with the next check following the School Board's knowledge of any delayed expense.

Employee Signature _____ Date _____

Authorization:

Principal/Supervisor _____ Date _____

(If applicable) Federal/State Program Supervisor _____ Date _____

Chief Financial Officer _____ Date _____

Superintendent _____ Date _____

☐ Approved☐ Denied

REMINDER: Once approved, you must enter a requisition in Alio for your registration and airfare. Send this form along with a bill to Accounts Payable for further processing.

LOUISIANA

DEPARTMENT of REVENUE

Governmental Employees Travel Sales/Use Tax Exemption Certificate

*Louisiana Revised Statute 47:301(8)(c)
Louisiana Stadium and Exposition District
New Orleans Exhibition Hall Authority*

This certificate is for use **only** by employees of the United States government, the State of Louisiana and its political subdivisions.

Employee Name		Government Agency	
Agency Address			
City	State	ZIP	Agency Contact Number
Authorized Dates of Travel (mm/dd/yyyy - mm/dd/yyyy)		Destination	

This certifies that the employee named above is an employee of the above named government agency and that the travel expenses incurred are necessitated by the employee's conduct of the official business of this government agency. These expenses are required to be accounted for to his government agency employer and are reimbursable by the government agency to the employee in the actual amount incurred. The government agency named above claims exemption from the payment of state and local sales taxes. For hotel room rental charges (hotel/lodging cots), this exemption certificate is also valid for an exemption from the payment of Louisiana Stadium and Exposition District and New Orleans Exhibition Hall Authority occupancy taxes. This exemption certificate does not exempt the employee from payment of local hotel occupancy taxes in other jurisdictions. For additional information regarding hotel occupancy taxes in other jurisdictions, please contact the jurisdiction directly.

Under penalty of perjury, I declare that I have examined this exemption certificate and accompanying documents, and to the best of my knowledge and belief it is true, correct, and complete.

Authorization

Employee Signature	Date (mm/dd/yyyy)
Government Agency Representative (other than employee)	Government Agency Representative Title (other than employee)
Government Agency Representative Signature	Date (mm/dd/yyyy)

Hotel/Lodging Information (To Be Completed By Hotel)

Hotel Name
Dates of Employee's Stay (mm/dd/yyyy-mm/dd/yyyy)

Vehicle Rental Information (To Be Completed by Vehicle Rental Dealer)

Vehicle Rental Dealer	Vehicle Rental Reservation Number
Dates of Vehicle Rental	

Vehicle Parking Information (To Be Completed by Vehicle Parking Dealer)

Vehicle Parking Dealer	Vehicle Parking Reservation Number (if applicable)
Dates of Vehicle Parking	

Notice to Dealer: Report this sale on the appropriate line of the Louisiana Hotel/Motel sales tax return as exempt room rentals.

LOUISIANA
DEPARTMENT *of* REVENUE

**Governmental Employees Travel
Sales/Use Tax Exemption Certificate**

*Louisiana Revised Statute 47:301(8)(c)
Louisiana Stadium and Exposition District
New Orleans Exhibition Hall Authority*

1. This certificate documents the employee's eligibility for exemption from payment of certain sales & use taxes on authorized travel expense charges that are directly reimbursable by the government employer.
2. The signatures certify:
 - The person named above is an employee of the government employer named above;
 - The travel expense charges incurred are necessary for the employee to conduct official business for the government employer; and
 - The employee's travel expenses are accounted for and reimbursable by the government employer to the employee.
3. Authorized travel expenses and charges include:
 - Enterprise Rental Car (all Louisiana locations);
 - Park N Fly (New Orleans only); and
 - Hotel/Lodging Costs for the occupancy of the employee's hotel room (excluding other taxable hotel purchases, i.e., meals, laundry, dry cleaning, vehicle parking, incidentals or damages).
4. For hotel room rental charges (hotel/lodging costs), this form is also valid for an exemption from the payment of Louisiana Stadium and Exposition District and New Orleans Exhibition Hall Authority occupancy taxes, and state and local sales/use taxes.
5. This form does not exempt the holder from payment of local room occupancy taxes. For additional information regarding hotel occupancy taxes in other jurisdictions, please contact the government agency directly.
6. When this form bears only the employee's signature, it must be accompanied by a copy of the employee's written travel orders that show the dates and destination of the authorized travel. Vendors must retain this certificate and a photocopy of the travel orders to document the exemption.
7. Vendors must retain this certificate for their records.

M&IE breakdowns FY 2025

Employees will be reimbursed for meals pursuant to the schedule below, while traveling for IPSB approved travel

Location	M&IE Total	Breakfast	Lunch	Dinner
In-State	\$68	\$16	\$19	\$33
New Orleans	\$80	\$20	\$22	\$38
Out-of-State	\$86	\$22	\$23	\$41

- A. Breakfast - When travel begins on/or before 6:00 a.m. and ends after 9:00 a.m. on the last day of travel and for intervening days.
- B. Lunch - When travel begins on/or before 10:00 a.m. on the first day and ends after 2:00 p.m. on the last day of travel, and for intervening days.
- C. Dinner - When travel begins on/or before 6:00 p.m. on the first day and ends after 6:00 PM on the last day of travel, and for any intervening days.



Iberville Parish School Board
58030 Plaquemine Street
Plaquemine, La 70764
(225)687-4341

TRAVEL EXPENSE Request for Reimbursement

Employee Information
Name:
Mailing Address:
City, State, and Zip Code:

EXPENSE SUMMARY				
Account Number				
Travel Date/Time	Start Date	Start Time	End Date	End Time
Subsistence	Lodging	\$	TOTAL Subsistence Costs	\$
	Meals	\$		
Transportation	Airfare	\$	TOTAL Transportation Costs	\$
	Auto: _____ @ 725 cents per mile	\$		
	Incidentals (cabs, etc.)	\$		
	Tolls	\$		
	Parking	\$		
Miscellaneous	Tips "For Overnight Travel Only"	\$	TOTAL Miscellaneous Costs	\$
	Other Expenses	\$		
For overnight lodging expenses only: Did you submit a hotel tax exempt form to the hotel? Please check yes or no.			YES	NO
TOTAL REIMBURSABLE COSTS				\$

CERTIFICATE OF PAYEE

I certify that this expense account is complete and accurate in all respects; that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the school board and none of the expenses have been paid by the school board; and that the full amount is justly due.

Employee Signature	Title/Position	Date
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Approval Signature	Title/Position	Date
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Checklist for required information and/or documents that must be attached:

	You must state what conference and the location of the conference you attended under the purpose of travel.
	Approved "Permission to be away" Form
	Name badge from conference AND Conference agenda
	Receipts for hotel, parking, airline tickets, baggage, and registration.
Note:	No meals may be charged for in-parish travel.

EXPENSE DETAIL	
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Iberville Parish School Board

Louis Voiron, Jr., Ed.D.
Superintendent
Secretary/Treasurer

Yolanda Laws
President

Daven Tullier
Vice-President

September 18, 2024

Beginning October 1, 2024, Iberville Parish School Board will no longer issue paper checks to employees for travel reimbursements. Instead, all employees are required to be paid by electronic funds transmittal (electronically via ACH).

The benefits of this new payment method are:

- You will receive payment quicker (2 banking days).
- You will have a reduction of clerical time spent to copy and endorse the check, prepare a deposit slip, and take the deposit to the bank.
- There is a reduction of likelihood of errors for depositing the payment in the wrong bank account or to the wrong customer account number.
- These will eliminate lost or destroyed checks.

We will benefit from improved efficiencies paying our employees and less clerical time spent reconciling bank statements and researching outstanding checks. We value your service and support and are confident that you will benefit from using electronic deposit.

You will receive a payment of advice to your email, which will include our account number and the numbers, dates, and amounts of all invoices included in the electronic payment. We will treat your banking information with the utmost security and confidentiality.

Please email the completed "New Vendor Direct Deposit Accounts Payable Authorization Agreement" form to terrynsimon@ipsb.education or mail it to Terry Simon, Finance Department P.O. Box 151, Plaquemine, LA 70765. If you have any questions, please feel free to call Terry at (225) 687-4341 ext. 1047.

Thanks so much for helping us stretch taxpayer dollars further.

Sincerely,

Louis Voiron, Jr., Ed.D.
Superintendent

New Vendor Direct Deposit Accounts Payable Authorization Agreement

Name: _____

Address: _____

Federal Tax ID Number: _____

I, _____ authorize the Iberville Parish School Board to make electronic deposits into the following bank account:

Account Type:

Checking _____ OR Savings _____

Bank Institution Name _____

Bank Routing Number _____

Bank Account Number _____

Name on Bank Account _____

Bank Account Physical Address City/State/Zip Code

This authorization is to remain in full force and effect until the Iberville Parish School Board has received written notification from me of its termination in such a manner as to afford the Iberville Parish School Board and the Bank a reasonable opportunity to act on it.

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Phone Number

Email (PRINT)

Remittance Address

Please attach a voided check or a letter from your bank for verification of the account. Be advised that IPSB will not do a pre-note on this account. Once completed, email this form along with account verification to terrynsimon@ipsb.education. You may also mail it to Terry Simon, Finance Department P.O. Box 151, Plaquemine, LA 70765. If you have any questions, please feel free to call Terry at (225) 687-4341 ext. 1047.

TRAVEL EXPENSE REIMBURSEMENT

The Iberville 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. Reimbursement of expenses shall be based on submission of a properly completed and approved travel reimbursement form and supporting receipts as may be required. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

All transportation and lodging expenses may be paid in advance by the Iberville Parish School Board provided the employee who is traveling signs a statement agreeing to reimburse the Iberville Parish School Board for any lost fees or expenses should the employee not attend the conference. Before holding any employee responsible for reimbursement of any fees or expenses, the Superintendent, at his or her discretion, may review any extenuating circumstances that prevent or prevented an employee from attending the conference.

All employees who use their private vehicles for official School Board business shall be required to carry liability insurance in an amount equal to or greater than the amount required under Louisiana law in order to be eligible for reimbursement. When a private vehicle is used for official School Board duties, mileage shall be reimbursed based at the current Internal Revenue Service (IRS) standard mileage 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.

Travel Reimbursement forms must state the purpose for which expenses were incurred and have attached all required receipts. *Travel Reimbursement* forms are available upon request in the School Board Office.

Maximum reimbursable travel expenses for School Board members and authorized school personnel incurred for routine School Board business, workshops, and/or conferences shall be as follows:

1. Transportation

- A. Actual mileage for use of personal vehicle at the allowable rate per mile fixed annually by the Internal Revenue Service.
- B. Coach, Economy or equivalent airfare to and from the site of convention, conference, or other related business travel. (Copy of the airline ticket and receipt must be attached.)
- C. Cabs and other transportation not to exceed (without receipt):

- 1. \$15.00 from plane to hotel, and
- 2. \$15.00 from hotel to plane
- 3. \$10.00 per hotel day

If receipt is submitted, full amount will be reimbursed.

- D. Parking: Actual cost must be supported by receipts or charged on hotel bill. Miscellaneous parking such as parking meters may be claimed if not excessive.

- 2. Fees and Registration: Cost of registration or comparable fees. (Must be supported by receipts.)
- 3. Hotel Accommodations: Single room rate for comfortable accommodations at bona fide hotel or motel. (Convention's headquarters or comparable thereto.) Hotel bill must be attached to Travel Reimbursement Form.
- 4. Meals Allowance:

Employees will be reimbursed for meals pursuant to the schedule herein, while traveling as follows:

	M&IE Total	Breakfast	Lunch	Dinner
In-State	\$68	\$16	\$19	\$33
New Orleans	\$80	\$20	\$22	\$38
Out-of-State	\$86	\$22	\$23	\$41

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- C. Dinner - When travel begins on/or before 6:00 p.m. on the first day and ends after 6:00 PM on the last day of travel, and for any intervening days.

No meals may be charged for in parish travel.

- 5. Miscellaneous Tips for Overnight Travel: (Hotels, baggage, etc.) cost not to exceed: \$10.00 for entire trip.
- 6. Other Expenditures:

All other expenditures must be supported with detailed receipts and appropriately justified.

If expenses reported for reimbursement are more than maximums listed above, reimbursement shall be made only up to said maximums, and each excess category shall be reduced accordingly before submitting for approval.