

# **Reimbursement Form for 2024**

Reimbursement form changes beginning of school calendar vear. Use most current version.

### **Submit Reimbursement Monthly**

School/Building_	Main location	Account Code Budget code required
Name	Legal name (as appears on paycheck)	Use New Account code.
Address	Current home address	Ose New Account code.
Job Position	Title of position	Date Submitted Date provided to supervisor

# Explanation must be included in the column.

Date	Departing Location	Arrival Location		Description		Length of Trip	Mileage
Occurrence Dates			Sp	ecific details explaining	refund.	Select Round or One way	Exact Miles and/ or ZERO Miles
Always docume	nt travel whether c	ommuting individ	lually	or carpooling (type ze	ero miles w	hen carpooling)	. ZERO
Out-of-Parish:							

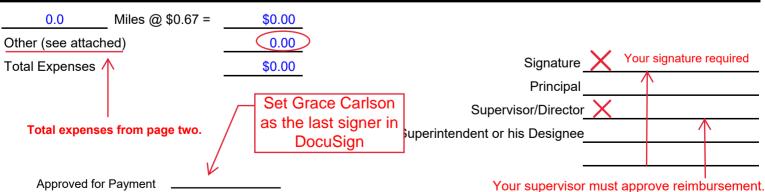
· When available, a formal agenda or program provided.

- Staff Leave Application form or Field Experience Application form approval by Superintendent or his/her designee to leave outside parish or school-related tours.
  - o Exemption: Administrators traveling for student athletic events, band competitions and/or extracurricular activities.
  - o Athletic Directors or other administrators attend any conferences or meetings outside parish must present staff leave application form.

### **Personally-Owned Vehicles:**

- No reimbursement for expenses between employee's home and main/regular place of work.
  - o These routes are considered personal commutes.
- Only one employee may submit mileage claims when two or more employees/persons carpool.

Calculated Mileage:	d Mileage: Mileage is round trip from Mansfield unless otherwise stated.		<b>Destination- Round Trip</b>	Mileage
	<b>Destination- Round Trip</b>	_	Alexandria	224
	LHS to SHS	15	Baton Rouge	480
	LHS to CO	45	Bossier	94
	MHS to LHS	45	Courthouse	1.2
	MHS to MMS	6	Lafayette	390
	MHS to MES	7	Lake Charles	340
	MHS to NDHS	40	Many	80
	MHS to SHS	30	Marksville	260
	MHS to DSGH	9	Media Center	1.4
	MHS to MC	3	Minden	146
	MHS to CO	2	Monroe	280
	NDHS to DSGH	30	Natchitoches	114
	NDHS to LHS	43	New Orleans	630
	NDHS to MC	40	Ruston	220
	NDHS to SHS	48	Shreveport	90
	NDHS to CO	40		



Submit travel and other reimbursement forms monthly. Do not submit multiple reimbursement forms on a quarterly basis, semi quarterly or yearly basis.

To receive payment on Friday, all forms must be received by end of business day each Wednesday. Date of payment may vary based off Holiday schedule.



### THE FOLLOWING EXPENSES WERE INCURRED:

		In-State Meals		Other Expense(s)			
Date(s)	Hotel	Breakfast \$9	Lunch \$13	Dinner \$24	(With Explanations)	Amount	TOTALS
Exact Dates	List fees individually				Lodging: Amounts eq	ual receipt totals	\$0.00
					Lodging: Each receipt	listed separately	\$0.00
		Meals included	in registration ar	e non-reimbursa	<u>ble</u>		\$0.00
		New Orleans Meals		Other Expense(s)			
Date(s)	Hotel	Breakfast \$10	Lunch \$15	Dinner \$29	(With Explanations)	Amount	TOTALS
<b>Exact Dates</b>	List fees individually				Airplane: Flight upgra	des not permitted	\$0.00
					Parking: List receipts	separately	0.00
					Public Trans.: List de	stination & reaso	ning 0.00
		Out-of-State Meals		Other Expense(s)			
Date(s)	Hotel	Breakfast \$12	Lunch \$17	Dinner \$31	(With Explanations)	Amount	TOTALS
Exact Dates	List fees individually						\$0.00
							0.00
							0.00

Total expenses must appear on page one. –

Total Expenses

\$0.00

#### Meals:

- · No reimbursement for meals when employee's travel is within a 90-mile radius of employment or there is not an overnight stay.
- · No reimbursement if banquet meals are included.
- · Continental breakfasts or airline meals are not considered meals.
- Only one lunch or dinner reimbursable if overnight stay occurs prior to conference/event as well as same day conference/event concludes.
- · Overnight stays on last day of event are not permitted unless event concludes beyond 5:00 p.m.

#### **Registration Expenses:**

· Registration confirmation receipts required.

#### Lodging:

- · Hotel payment confirmation receipt required. Conference rates must be used.
- Explanation needed of all arrangements for overnight stays when a hotel receipt is not provided.
- · No reimbursement for room incidentals, e.g. internet, snacks and movies.
- No reimbursement for amenities and/or suites. Extended hotel stays pass conference dates are non-reimbursable.
- In-State Hotel Exempt Certificate
  - o Must be used to receive tax free room rate. (Louisiana hotel sales tax will not be reimbursed.)

### **Public Ground Transportation:**

- When transportation costs are incurred as part of the approved travel, reimbursement shall be expensed.
  - o Each transaction requires a receipt. Rental Cars must be approved by Superintendent.

#### Airplane:

- · Actual cost of airfare ticket shall be used for reimbursement and receipts are required. Flight upgrades or VIP status not permitted.
- Schedule flight arrangements in advance to permit reservations using coach fares.
  - o Permission for first-class fares must be obtained from Superintendent or his/her designee, if economy fares are unavailable.

### **Parking Fees:**

- · Valet parking should be utilized sparingly. Reimbursements are subject to repudiate if expenses were not necessary.
  - o Parking fees confirmation receipts required.