



Reimbursement Form for 2024

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

Submit Reimbursement Monthly

School/Building Main location
 Name Legal name (as appears on paycheck)
 Address Current home address
 Job Position Title of position

Account Code Budget code required
 Date Submitted Date provided to supervisor

Use New Account code.

Explanation must be included in the column.

Date	Departing Location	Arrival Location	Description	Length of Trip	Mileage
Occurrence Dates			Specific details explaining refund.	Select Round or One way	Exact Miles and/or ZERO Miles
Always document travel whether commuting individually or carpooling (type zero miles when 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.
 - Exemption: Administrators traveling for student athletic events, band competitions and/or extracurricular activities.
 - 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.
 - These routes are considered personal commutes.
- Only one employee may submit mileage claims when two or more employees/persons carpool.

Calculated Mileage:

Mileage is round trip from Mansfield unless otherwise stated.

Destination- Round Trip	Mileage
LHS to SHS	15
LHS to CO	45
MHS to LHS	45
MHS to MMS	6
MHS to MES	7
MHS to NDHS	40
MHS to SHS	30
MHS to DSGH	9
MHS to MC	3
MHS to CO	2
NDHS to DSGH	30
NDHS to LHS	43
NDHS to MC	40
NDHS to SHS	48
NDHS to CO	40

Destination- Round Trip Mileage

Alexandria	224
Baton Rouge	480
Bossier	94
Courthouse	1.2
Lafayette	390
Lake Charles	340
Many	80
Marksville	260
Media Center	1.4
Minden	146
Monroe	280
Natchitoches	114
New Orleans	630
Ruston	220
Shreveport	90

0.0 Miles @ \$0.67 = \$0.00
 Other (see attached) 0.00
 Total Expenses \$0.00

Total expenses from page two.

Set Grace Carlson as the last signer in DocuSign

Approved for Payment _____

Signature Your signature required
 Principal _____
 Supervisor/Director
 Superintendent or his Designee _____

Your supervisor must approve reimbursement.

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:

Date(s)	Hotel	In-State Meals			Other Expense(s) (With Explanations)	Amount	TOTALS
		Breakfast \$9	Lunch \$13	Dinner \$24			
Exact Dates	List fees individually				Lodging: Amounts equal receipt totals	\$0.00	
					Lodging: Each receipt listed separately	\$0.00	
		Meals included in registration are non-reimbursable				\$0.00	
Date(s)	Hotel	New Orleans Meals			Other Expense(s) (With Explanations)	Amount	TOTALS
		Breakfast \$10	Lunch \$15	Dinner \$29			
Exact Dates	List fees individually				Airplane: Flight upgrades not permitted	\$0.00	
					Parking: List receipts separately	0.00	
					Public Trans.: List destination & reasoning	0.00	
Date(s)	Hotel	Out-of-State Meals			Other Expense(s) (With Explanations)	Amount	TOTALS
		Breakfast \$12	Lunch \$17	Dinner \$31			
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.

Attach Receipts to form