

**ALL OUT OF PARISH TRAVEL MUST BE PRE-APPROVED BY THE SUPERINTENDENT. ALL LODGING AND AIR FARE MUST BE BOOKED THROUGH THE SUPERINTENDENTS OFFICE.**

Methods of transportation

- A. Cost-effective transportation – The most cost effective method of transportation that will accomplish the purpose of the travel shall be selected.
- B. Air – The lowest possible airfare available. The difference between coach/economy class and first class will be paid by the traveler.
- C. Personally-Owned Vehicles – IRS established rate for reimbursement Note: To be eligible for mileage reimbursement the exact location must be submitted from departure point and destination point. Mileage reimbursement will not be made if exact locations are not provided.
- D. The traveler gets the lesser of the air fare or mileage.
- E. Public Ground Transportation (**overnight travelers only**) – Buses, subways, airport limousines, and taxis are limited to \$ 22 per day without receipts; claims in excess of \$ 22 per day require receipts to account for the total daily amount.
- F. Rented Motor Vehicles – only the cost of a mid-size model is reimbursable (no luxury models will be reimbursed, **overnight travelers only**)

Lodging and Meals

- A. **Travelers meals - Meals will only be reimbursed only if the employee stays overnight and the overnight stay was necessary. On the day of departure the traveler will receive reimbursement for the full day if he/she leaves before 12:00 p.m. and will be reimbursed for Lunch and Dinner only if he/she leaves after 12:00 p.m. On the day of arrival, the traveler will be reimbursed for Breakfast and Lunch if he/she arrives before 12:00 p.m. and for the full day if he/she arrives after 12:00 p.m. When commercial flights are used for travel, flight times will be used as departure and arrival times.**

Traveler’s Meals (Including Tax and Tips)

Travelers may be reimbursed up to the following amounts for meals.

	In-State	O/S Inclu. N.O.	High Cost * & Above
Breakfast	\$ 12	\$ 12	\$ 16
Lunch	\$ 16	\$ 18	\$ 20
Dinner	<u>\$ 24</u>	<u>\$ 28</u>	<u>\$ 38</u>
	\$ 52	\$ 58	\$ 74

Receipts are not required for routine meals within these allowances.

- B. Lodging (rate plus tax, receipt required)

\$80 In-state (except as listed)

- \$95 Baton Rouge
- \$105 Bossier City, Lake Charles, Shreveport
- \$135 New Orleans (Gretna, Kenner, Metairie for lodging only)
- \$ 95 Out-of state (except those listed)
- \*\$155 High Cost (Atlanta, Baltimore, Boston, Cleveland, Dallas, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland CA, Philadelphia, Phoenix, Pittsburgh, Portland Or, San Diego, St. Louis, Seattle, Tampa FL., Wilmington De, Alaska and Hawaii)
- \*\$180 Chicago, San Francisco, Washington DC
- \*\$245 New York City

C. Conference Lodging (rate plus tax, receipt required)

The rate paid for lodging while attending conferences will be the quoted rates for hotels participating in the conference. If a hotel participating in the conference is not available the regular lodging rates apply.

D. Parking and related parking expenses

1. Baton Rouge Airport – Maximum \$ 5.00 daily allowance, no receipt required
2. New Orleans Airport – Maximum \$ 15 daily allowance, no receipt required
3. Tips for valet parking \$1 per in and \$1 per out
4. **Daily parking fees not listed above limited to \$10 per day.**

E. Reimbursement of other expenses

- a. Phone calls
  - Official business – all costs (receipts required for over \$ 3)
  - For domestic overnight – up to \$ 5 per night personal calls