

TRAVEL AND EXPENSE REIMBURSEMENT

The Morehouse 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 in the performance of official responsibilities as may be authorized by the School Board or the Superintendent. Reimbursement of expenses shall be based on submission of a properly completed and approved *Travel Reimbursement* form and such supporting receipts as required and in accordance with approved procedures and reimbursement rates. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense, approved procedures, and rates.

All out-of-parish travel shall be approved by the Superintendent before any out-of-parish trips are taken, and shall be submitted on a travel request form showing estimated expenses, budget item, purpose of trip, and from which account the funds will be drawn.

All employees who use their private vehicles for official School Board business shall be required to carry liability insurance. When a private vehicle is used for official School Board duties, mileage shall be reimbursed based on the rate authorized by the School Board. In no case shall an employee be allowed mileage or transportation reimbursement when the employee has been gratuitously transported by another person.

All travel reports for reimbursement should be in the business office no later than the 20th of the month. Any reports requesting reimbursement received after the 20th will not be paid until the following month. Any travel reports exceeding three (3) months period of time will not be reimbursed by the School Board. Travel reports will be turned in using the form provided by the School Board Office.

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.

TRAVEL REGULATIONS

Supervisors' and Principals' Travel Allowance

Reimbursement for travel for supervisors and principals shall be in accordance with current state guidelines when the following conditions have been satisfied:

1. The trip must have prior approval from the Superintendent.
2. When multiple persons attend the same meeting they will ride together in the pattern which is most economical for the parish.
3. A person who drives alone to meetings due to personal business will not be reimbursed by the parish.

4. Each request for reimbursement shall be placed on the form used by the general fund bookkeeping department.
5. Schools may reimburse personnel who attend functions for extracurricular activities according to prescribed reimbursements as provided for in School Board policy. The proper documentation (mileage forms and receipts) must be maintained for auditing purposes.

In-Parish Mileage for Superintendent and Supervisors

Supervisors, and the Superintendent will be reimbursed for travel necessary to his/her job. It will not be necessary for each to submit a log of official travel done giving the date, destination, reason, odometer reading and mileage. It will be necessary for them to sign out denoting destinations in order to receive one thousand dollars (\$1,000) annually in twelve (12) monthly reimbursements.

Mileage for Principals In-Parish

Any principal or assistant principal who keeps a log as determined below will be reimbursed for travel necessary of his/her job, i.e., required trips to the School Board Office and taking students home - up to a maximum of seventy-five dollars (\$75.00) per month. It will be necessary for each to submit a log of official travel done giving the date, destination, reasons, odometer reading and mileage. Principals who do not keep a log will receive monthly reimbursements as follows:

1. The principals at Delta Junior High School, Beekman Jr. High School and Pine Grove Elementary School will be reimbursed \$850.00 per year.
2. All other principals will receive \$500.00 per year.
3. Assistant principals will be reimbursed \$40.00 per month for 10 months.
4. Principals and assistant principals who receive a set per month reimbursement described in Sections 1 through 3 above shall not be entitled to receive any per mile reimbursement or receive payment by any other means, including through the use of school or parish credit cards, for gasoline, oil or related expenses, for in parish travel.

TRAVEL REIMBURSEMENT FOR MOREHOUSE PARISH SCHOOL BOARD MEMBERS

Reimbursement for Transportation, Lodging, Meals and Other Expenses

Morehouse Parish School Board will follow the State of Louisiana, *Louisiana Travel Guide for out-of-parish travel*.

Reimbursement for National School Board Association Conventions

School Board members and approved staff members attending a National School Board Association Convention located out-of-state may be reimbursed actual expenses for lodging. Additionally, they may be reimbursed actual expenses for meals not to exceed fifty dollars (\$50) plus tax per day. Receipts will be required and shall be submitted and attached to the travel reimbursement voucher.

Submitting Travel Reports for Reimbursement

All travel reports for reimbursement shall be in the business office no later than the 20th of the month. Any reports requesting reimbursement received after the 20th will not be paid until the following month. Any travel reports exceeding three (3) months period of time will not be reimbursed by the School Board. Travel reports shall be turned in using the form provided by the School Board Office.

Limitation on School Board Member Travel

Beginning with the 2021-2022 school year, and until an amended policy is passed by the Morehouse Parish School Board, the Morehouse Parish School Board shall pay the legally allowable travel expenses for each member of the school board to attend three (3) out-of-parish conferences, seminars or meetings per school year, which conference, seminar or meetings must be conducted in the State of Louisiana. In addition, the Morehouse Parish School Board shall pay the legally allowable travel expenses for each member of the School Board to attend one additional out of parish conference, seminar or meeting per school year which meeting, conference or seminar must be conducted in the State of Louisiana or in the State of Mississippi or the State of Arkansas. Further, should a School Board member register for a meeting, conference or seminar and not attend, he/she shall reimburse the Morehouse Parish School Board all non-refundable expenses paid by it unless the nonattendance was a fault of a family emergency of the School Board member which is defined as an unforeseen circumstance regarding the School Board member or a member of his/her family which requires immediate attention. The Morehouse Parish School Board shall not pay any travel expenses for an out-of-parish meeting to or for a School Board member if the member has not reimbursed the Morehouse Parish School Board all funds owed it pursuant to this policy.

Notwithstanding the provisions set forth above, beginning with the 2025-2026 school year and until an amended policy is passed by the Morehouse Parish School Board, two (2) members of the Morehouse Parish School Board may attend at the school board's expense one national school board meeting per school year held in any state. If more than two (2) members seek to attend a national school board meeting in a school year, a drawing will be held by lot by the Superintendent with the requesting school board members present to determine which two school board members shall be allowed to attend in that school year.

Approved: May 7, 2024

Revised: April 3, 2025

Ref: La. Rev. Stat. Ann. §§17:56, 32:861, 32:862, 32:863, 32:863.1, 32:900; Board minutes, 5-7-24, 4-3-25.