

IPSB Travel Procedures

Mileage Reimbursement:

The mileage reimbursement rate changes yearly on July 1st. It is automatically set to the rate adopted by the State of Louisiana in PPM 49 and is effective from July 1- June 30. An email is sent to all employees indicating the new rate. Please use current forms or request may be returned, which could result in delay of payment

Travel forms can be found on the IPSB website.

www.iberia.k12.la.us

**-Employees
-Forms
-Travel Forms**

Failure to submit paperwork properly could result in your paperwork being returned and delay of your reimbursement.

A. In-parish Itinerant Mileage

- a. Mileage reports must be turned in to the Accounts Payable department by the **3rd** working day following the month the travel occurred. Any travel reports received after that date will be paid the following month.
- b. Mileage should be turned in monthly. If an unforeseen incident occurs and you must submit more than one month at a time, each month must be on a separate mileage form.
- c. All itinerant personnel are eligible for mileage reimbursement. Mileage starts from your first work site not from your home and ends at your last work site for the day.
- d. When traveling in-parish, no odometer readings are necessary if traveling between IPSB locations. The "Mileage Guide by Site Location" shall be used when entering mileage for travel between IPSB locations. This form can be found on the IPSB website.
- e. There are 2 charts available, single and round trip. If using the round trip chart, please ensure that you check off "round trip" on your "Monthly Mileage Reimbursement Request".
- f. Odometer readings are only required if traveling to sites other than IPSB site locations.

B. Out-of-Parish Mileage

- a. When traveling out of the parish, it is required that web based directions are attached to the out of parish request when it is submitted. (example: google maps or mapquest.)
- b. No odometer readings are necessary when submitting mileage.
- c. Mileage is reimbursed based on web based mileage.
- d. **Mileage starts from your normal first work site or home, whichever is less.** The miles must be driven by the employee.

Example: if your job is sending you to Baton Rouge and you live in Cecilia, you would claim mileage from your home in Cecilia and not your normal first work site. If your job is sending you to Baton Rouge and you live in Franklin, you would claim mileage from your normal first work site and not your home.

See section below titled "Out of Parish Travel Request" for more detail on Mileage

OUT OF PARISH TRAVEL REQUEST

Before traveling you must turn in the Out of Parish Travel Request form with the following documents when applicable to your immediate supervisor. Failure to do so may result in you being liable for your own expenses.

- **Agenda**
- **Registration Form**
- **Web based directions**
- **Hotel rate/confirmation**
- **Air Fare quote**

A. Mileage

Mileage starts from your normal first work site or home, whichever is lesser. The miles must be driven by the employee.

It is required that web based directions are attached to the Out of Parish Travel Request when it is submitted. (example: google maps or mapquest.)

Example: if your job is sending you to Baton Rouge and you live in Cecilia, you would claim mileage from your home in Cecilia and not your normal first work site. If your job is sending you to Baton Rouge and you live in Franklin, you would claim mileage from your normal first work site and not your home.

Mileage rate to be requested is automatically set to the rate adopted in PPM 49 and is in effect for the fiscal year.

The most direct route will be reimbursed to travelers.

The maximum reimbursement for personal automobile mileage shall not exceed the lowest airfare and/or rental car cost available to the location of a conference event.

B. Lodging

Employees may request for hotel lodging when traveling for school board related events when overnight stay is necessary. The hotel confirmation or room rate sheet from the conference should be attached to the Out of Parish Travel Request. A single occupancy rate per day will be reimbursed unless lodging with other IPSB employees. Lodging must be reasonable. We strongly encourage booking accommodations directly with the hotel. Book your room where cancellation is an option in the event of an unforeseen circumstance. (Websites like hotels.com, expedia.com, booking.com may not allow for cancellations.)

It is the responsibility of the employee to present the Sales/Use Tax & Hotel Lodging Exemption Certificate when incurring costs for an overnight stay in Louisiana Hotels/Motels. Failure to present this form (which

results in charges) may result in the employee not being reimbursed for the sales tax charged by the hotel. **An itemized hotel bill with a ZERO balance will be required for reimbursement of expenses.**

C. Meals

Single Day Travel - Meals are not eligible for reimbursement on single day travel. This means that when an employee is on travel status where no overnight stay is required, no meals are eligible for reimbursement.

Employees, while on overnight travel status, may be allowed the approved reimbursement rate for meals only (including tips) authorized by the IPSB. This reimbursement is on a per diem bases therefore no receipts will be required for reimbursement. The approved per diem rates can be found on the Out of Parish Travel Request form.

Reimbursement to employees on overnight travel are allowed for individual meals as set forth below:

- Breakfast will not be reimbursed on the first day of travel
- Dinner will not be reimbursed on the return trip if you return home prior to 7:00 p.m.

Note: If a meal is included in a conference schedule, it is part of the registration fee, therefore an employee cannot request/receive additional reimbursement for that meal. If a continental breakfast is offered at the hotel, it is part of the hotel fee, therefore an employee cannot request/receive additional reimbursement for that meal.

D. Other Expenses

Registration - A copy of the registration form or memo from conference/workshop detailing registration fees must be attached to the Out of Parish Travel Request. Proof of payment/receipt is required for reimbursement.

Parking Fees - Parking fees may be requested. Receipt required for reimbursement.

Air Travel – All airline travel must be at coach or the lowest available fare. All air travel expenses must be documented with a receipt and itinerary. Last minute changes to your itinerary because of unforeseen circumstances, which results in additional charges must be justified in writing and approved by your immediate supervisor and the Superintendent or designee or charges will not be reimbursed.

Baggage - When traveling by air, you may be charged for baggage. IPSB will pay for (1) baggage charge within weight restrictions to and from your destination. You will need to turn in a receipt to get reimbursed. Each employee must pay for their baggage charge, we will not reimburse anyone paying for another person's baggage.

Taxi or other transportation– Receipts required. Only reimbursed when travel is necessary and reasonable.

Out of Parish Travel Reimbursement

Please attach the following items to your Out of Parish Travel Reimbursement Form.

- Approved Out of Parish Travel Request
- Proof of Attendance (when applicable)
 - Agenda distributed at conference/workshop
 - Name Badge
 - Certificate of attendance
 - Completed registration form or Registration confirmation from organization
 - Copy of sign in sheet from workshop
- Hotel
 - Itemized hotel bill received upon checkout with a zero balance
 - Tax Exempt form **MUST** be given to hotel
 - If your hotel was prepaid, you still must submit an itemized hotel bill with a zero balance that was received upon checkout.
- Parking/Airfare/Baggage/Registration
 - Receipts are required for reimbursement
- Meals
 - Reimbursement of meals only for overnight stay
 - Per Diem rates apply (no receipts required)

Note: All receipts should be originals for reimbursements.