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## **VERMILION PARISH SCHOOLS**

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### **Board Members:**

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District H

## **MEMORANDUM**

**To:** All Principals and Department Heads  
**From:** Mr. Jerome Puyau, Superintendent  
**Subject:** Revision to Travel Policy  
**Date:** July 10, 2015

A few years ago, the Board changed the reimbursement rate for all employees being paid on a per mile basis for using their own personally owned vehicle while in the conduct of official School Board business. The policy now adjusts the rate each year, effective July 1, to the same rate being paid by the State of Louisiana and remains that rate for the entire fiscal year.

Vermilion Parish School Board's current reimbursement rate for the 2014-2015 fiscal year is 51c per mile. **The reimbursement rate will not change, the rate will remain 51c per mile** effective July 1, 2015, and will remain the same for all travel for School Board business during the 2015-2016 fiscal year.

Employees, while on **overnight travel status**, may be allowed the approved reimbursement rate for meals. Like mileage, the reimbursement rate for meals is adjusted annually, effective July 1, to the same rates being paid by the State of Louisiana for "Tier 1" travel and will remain that rate for the entire fiscal year. The rate for the 2015-2016 fiscal year will be as follows:

- Breakfast – Travel begins before 6:00 am and extends beyond 10:00 am = **\$9.00**
- Lunch – Travel begins before 10:00 am and extends beyond 3:00 pm = **\$13.00**
- Dinner – Travel begins before 3:00 pm and extends beyond 7:00 pm = **\$29.00**

Total Daily Rate for 2015-2016 = **\$51.00**