

VERMILION PARISH SCHOOL BOARD

GENERAL TRAVEL REGULATIONS

JUNE 2012

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**VERMILION PARISH SCHOOL BOARD
GENERAL TRAVEL REGULATIONS**

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**VERMILION PARISH SCHOOL BOARD
GENERAL TRAVEL REGULATIONS**

TRAVEL REGULATIONS

The regulations and allowances contained herein pertain to the travel of officers, employees and authorized persons on official school business, the expense incurred thereon and the maximum claims for reimbursement that will be allowed.

SCOPE OF REGULATIONS

The following regulations cancel and supersede all outstanding regulations and special approvals or provisions issued by the Vermilion Parish School Board. All travel regulations and disbursements will be governed by these regulations and will be effective July 1, 2012.

I. DEFINITIONS

For the purpose of this section, the following words have the meanings indicated:

- A. Officer –
 - 1. School Board Members
 - 2. Superintendent
 - 3. Assistant Superintendent
- B. Employee – Employees of the Vermilion Parish School Board other than officers.
- C. Authorized Persons – Advisors and consultants who are not employees of the Vermilion Parish School Board. Reimbursement of travel expenses for authorized persons shall require prior approval from the Superintendent.
- D. Management – Management employees as referred to in this policy are non-bargaining unit employees whose salary schedule is indexed to the teacher salary schedule, but which includes an auto allowance reimbursement. This includes, but is not limited to superintendent, assistant superintendent, directors, supervisors, principals, assistant principals and certain pupil appraisal staff.
- E. Official Domicile –
 - 1. The official domicile of an officer or employee assigned to an office or school shall be the community in which the office or school is located, except where domicile is fixed by law.

2. The official domicile of a person located in the field shall be the community nearest to the area where the majority of work is performed, or such city, town, or area as may be designated by the Superintendent, provided that in all cases such designation must be in the best interest of the school system and not for convenience of the person.
 3. Every officer or employee, except those on temporary assignment, shall be assigned an official domicile, and no travel or subsistence expenses shall be allowed from the place of official residence to the official domicile.
- F. Temporary Assignment – Any assignment made for a period of up to thirty-one (31) consecutive days at a place other than the official domicile.
- G. Traveler – An officer, employee, or authorized person when engaged in authorized travel.
- H. Travel Period – A period of time between the time of departure and the time of return.
- I. In State Travel – All travel within the borders of Louisiana.
- J. Out of State Travel – Travel to other states within the continental United States.

II. AUTHORITY TO INCUR TRAVEL EXPENSES

- A. All out of parish travel must be authorized and approved in writing by the Superintendent. A file shall be maintained on all approved travel authorization. Attached is the Request for Out of Parish Travel form that depicts the format to be used for the travel authorization.
- B. Traveling expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the school system, and must be within the limitations prescribed.

III. ELIGIBILITY FOR REIMBURSEMENT OF TRAVEL EXPENSES

- A. All officers and employees are eligible to receive reimbursement for travel and subsistence only when away from “official domicile” while on official business or on temporary assignment. Temporary assignments will be deemed to have ceased after a period of thirty-one (31) days, and after such period, the place of assignment shall be deemed to be his official domicile. He shall not be allowed travel and subsistence unless permission to extend the thirty-one (31) day period has been previously secured from the Superintendent.

- B. Any officer or employee whose residence is other than the official domicile or his official place of employment shall not receive travel and subsistence reimbursement for travel to and from his residence. Exceptions will be made only on the basis of prior written approval of the Superintendent.
- C. In cases where actual expenses are claimed, all officers and employees will cooperate to the extent that all records of travel shall be substantiated. Receipts and other supporting documents must accompany the request for reimbursement.

IV. TRANSPORTATION

- A. Travel Routes – The most direct and usually traveled route must be used by travelers.
 - 1. Out of parish mileage shall be computed on the basis of odometer readings or from point of origin to point of return.
 - 2. In parish mileage shall be computed using the In Parish Mileage Schedule included with this policy.
- B. Common Carrier – A common carrier (train, bus or airplane) should be used for out of state travel. Air travel by officers and employees will be reimbursed at coach rates. When the Superintendent approves the use of privately owned automobile for out of state travel, the traveler shall be reimbursed travel cost (mileage, lodging, meals etc. while in route) not to exceed the cost of travel by coach air fares. Reimbursement shall be on the basis of the most direct route.
- C. Parish Owned Vehicles – Employees and officers using any parish owned vehicle shall adhere to the following regulations:
 - 1. Only authorized persons are allowed to drive parish owned vehicles.
 - 2. Only authorized passengers are allowed as occupants in parish owned vehicles.
 - 3. Officers or employees may operate a parish owned vehicle only while having in his/her possession a valid State driver's license.
 - 4. Alcoholic beverages or drugs are not allowed in parish owned vehicles at any time.
 - 5. Smoking in parish owned vehicles is not allowed at any time.
 - 6. All occupants in parish owned vehicles must wear a seatbelt.

7. Parish owned vehicles must always be operated in compliance with all State or local laws.
8. All accidents, major or minor, involving parish owned vehicles must be reported immediately to the Vermilion Parish School Board office, together with name and address of available witnesses and principals.
9. In all instances, when a credit card is used to purchase items or services which are incidental to the operation of a parish owned vehicle, a copy of the credit ticket along with a written explanation of the reason for the purchase shall be submitted with that vehicle's travel report.

A request for the use of an administrative vehicle must be made to the Superintendent's office by completing and signing the Request for Out of Parish Travel form and then signing the Regulations for Use of Parish Owned Vehicle form. Employees who are assigned a vehicle for daily use must also sign the Regulations for Use of Parish Owned Vehicle form annually and must attach a copy of his/her valid drivers license to the signed application form.

D. Personally Owned Vehicles –

1. Personally owned vehicles may not be used on official out of parish business unless prior written approval has been granted.
2. Officers or employees on official business must have in his/her possession a valid State driver's license in order to operate a personally owned vehicle. Employees assigned to itinerate status and management employees receiving an auto allowance must submit an initialed copy of their driver's license to the School Board office at the beginning of each fiscal year.
3. A personally owned vehicle used by employees assigned to itinerate status and management employees receiving an auto allowance must have at least the liability insurance limits in place required by Louisiana law.

The employee's personal vehicle insurance is primary coverage in the event that an accident occurs while on official business. Employees assigned to itinerate status and management employees receiving an auto allowance must submit a copy of the vehicle's current insurance card to their supervisor at the beginning of each fiscal year.

4. Alcoholic beverages or drugs are not allowed in personally owned vehicles while on official business.
5. Personally owned vehicles while on official business must always be operated in compliance with all State or local laws.

6. All accidents, major or minor, involving personally owned vehicles being operated on official business must be reported immediately to the Vermilion Parish School Board office together with names and addresses of available witnesses and principals.
7. When two (2) or more persons travel in the same personally owned vehicle on official business, only one reimbursement will be allowed for the use of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

V. REIMBURSEMENT FOR TRAVEL, SUBSISTENCE AND OTHER EXPENSES

A. Transportation – For the purpose of reimbursement, the following regulations are prescribed:

1. Mileage reimbursement shall be authorized for travelers using personally owned vehicles while in the conduct of official business. Mileage shall be reimbursable at the approved rate authorized by the Vermilion Parish School Board. The reimbursement rate is adjusted annually, effective July 1, to the same rate being paid by the State of Louisiana, and will remain that rate for the entire fiscal year.

Mileage will be computed as provided for in Section IV. The traveler shall be required to pay all of his operating expenses of the vehicle such as, but not limited to fuel, repairs, replacement of parts and insurance.

2. Officers and employees using either parish owned vehicles or personally owned vehicles on official business will be reimbursed for storage and parking fees, ferry fares, and road and bridge tolls.
3. In no case will a traveler be allowed mileage or transportation reimbursement when he or she is gratuitously transported by another person.
4. Management employees, whose salary includes a reimbursement for in parish travel, are generally not allowed to request additional reimbursement for mileage traveled within the boundaries of the parish. However, management employees with responsibilities at multiple locations are allowed to request reimbursement for in parish travel if able to substantiate in excess of 3,000 miles in any fiscal year. Mileage in excess of this threshold will be reimbursed at the approved rate authorized by the Vermilion Parish School Board.

B. Lodging and Meals – For purposes of reimbursement, the following rates will apply:

1. 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.
2. Overnight Travel – Employees, while on overnight travel status, may be allowed the approved reimbursement rate for meals only (including tips) authorized by the Vermilion Parish School Board. The reimbursement rate for meals is adjusted annually, effective July 1, to the same rates being paid by the State of Louisiana for “Tier I” travel and will remain that rate for the entire fiscal year.
3. Reimbursement to employees on overnight travel are allowed for individual meals as set forth below:

Breakfast – When travel begins before 6:00 a.m. and extends beyond 10:00 a.m.

Lunch – When travel begins before 10:00 a.m. and extends beyond 3:00 p.m.

Dinner – When travel begins before 3:00 p.m. and extends beyond 7:00 p.m.

4. Lodging Only – Employees may be reimbursed actual expenses for lodging, at single occupancy rate per day. Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to the travel voucher.

C. Other Expenses – The following expenses incidental to travel will also be reimbursed:

1. Communication expense relative to official parish business.
2. Registration fees at conferences.
3. Charges for storage and handling of equipment.
4. Parking charges at airport, hotel, etc.
5. Transportation services to and from terminals or stations.

D. Special Meals (Meals for Others) –

Expenditures for special meals (meals for other individuals) may be made only under extraordinary circumstances. The request for reimbursement must be accompanied by an invoice and a statement of justification which fully describes the purpose of the gathering and lists all persons attending by name and title. The request for reimbursement must have the approval of the Superintendent. The statement will also indicate that the expense is in the best interest of the Parish. If any of the persons attending are Parish employees on travel status, such employees are required to deduct from their subsistence reimbursement claim the value of the meal(s) furnished.

E. Restrictions Governing Claims for Reimbursement –

1. No claim for reimbursement shall be made for any lodging and/or meals furnished by a parish school or other agency.
2. In case an employee travels by an indirect route for his own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and usually traveled route.
3. Any item included in a reimbursement request that does not fully conform to these regulations will be disallowed for payment.
4. For attending meetings in Lake Charles, Alexandria, Baton Rouge, Houma and all cities within that boundary, the employees will leave on the day of the meeting (or the first day of the conference). For attending meetings beyond that area, but within the state, the employees will leave after 3:00 p.m. of the day before the meeting.

F. Receipts or Other Support –

Receipts or other substantiation are required for travel expenses, except for the following:

1. Transportation services to and from terminals or stations.
2. Routine meals (Number of meals must be shown on travel voucher).

VI. EXCEPTIONS TO REGULATIONS

The travel regulations established by the Vermilion Parish School Board shall govern reimbursement of travel expenses (transportation, meals, lodging and miscellaneous expenses) for all officers and employees with the following exceptions:

- A. Where travel allowances are fixed by law, the provisions of law will prevail.
- B. Where the best interests of the Vermilion Parish School Board call for exceptions; however, no change from the established regulations will be allowed without first securing prior written approval from the Superintendent.

Unless exception to these regulations is requested and approved, the rates and procedures contained herein will be the only basis upon which reimbursement may be made.

VII. GENERAL PROVISIONS

- A. Funds for Travel Expenses – Persons traveling on official business will need to bring sufficient personal funds to cover all routine expenses. Advances of funds for travel expenses shall be made only for extraordinary trips and only when approved by the Superintendent.

The expense claim covering the related travel shall be submitted not later than the 10th day of the month following the completion of travel. Any advance made in excess of the actual expenses shall be repaid no later than the time the expense claim is submitted.

- B. Parish Credit Cards – Credit cards issued to the Vermilion Parish School Board are not to be used for the purpose of securing transportation, lodging, meals, or telephone services, unless prior written permission has been obtained from the Superintendent.
- C. Claims – All claims for reimbursement for in parish travel shall be submitted on the Monthly Report of Official Travel form and shall include all details provided for on the form. All claims for reimbursement for out of parish travel shall be submitted on the Request for Out of Parish Travel form and shall include all details provided for on the form. All claim forms shall be properly signed. For out of parish travel, the date and hour of departure from and to domicile must be shown.

Except where the cost of air transportation is invoiced directly to the Parish, all expenses incurred on any official trip shall be paid by the traveler. His travel voucher shall show all such expenses in detail so that the total cost of the trip shall be reflected by the travel voucher. If the cost of air transportation is paid directly by the parish, a notation will be indicated on the travel voucher depicting the date of travel, destination, amount, and the fact that it has been paid by the Parish. The travelers' copy of the passenger ticket shall be attached to the travel voucher.

- D. Lodging –
1. Whenever possible, travelers shall request and make use of special discount rates for lodging.
 2. Requests for reimbursement for lodging that reflect above average charges will be subject to subsequent review and justification.
- E. Advisors and Consultants – Reimbursement of expenses for travel to be performed by authorized persons who are called upon to contribute time and services as consultants or advisors, shall require prior written approval from the Superintendent. Complete explanation and justification must be shown on the travel expense form or attached thereto.
- F. Approval – Any subsistence allowance or travel expense request, peculiar to a department not included in these regulations, must first be approved by the Superintendent.
- G. Fraudulent Claims – Any person who submits a claim pursuant to the aforementioned regulations, and who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to immediate dismissal, as well as being criminally and civilly liable within the provisions of State law.

The Vermilion Parish School Board may waive in writing any provisions in these regulations when the best interest of the Vermilion Parish School System will be served.

**VERMILION PARISH SCHOOL BOARD
REGULATIONS FOR USE OF PARISH OWNED VEHICLE**

The following regulations apply to the use of all parish owned vehicles:

1. Only authorized persons are allowed to drive parish owned vehicles.
2. Only authorized passengers are allowed as occupants in parish owned vehicles.
3. Officers or employees may operate a parish owned vehicle only while having in his/her possession a valid State driver's license.
4. Alcoholic beverages or drugs are not allowed in parish owned vehicles at any time.
5. Smoking in parish owned vehicles is not allowed at any time.
6. All occupants in parish owned vehicles must wear a seatbelt.
7. Parish owned vehicles must always be operated in compliance with all State or local laws.
8. All accidents, major or minor, involving parish owned vehicles must be reported immediately to the Vermilion Parish School Board office, together with name and address of available witnesses and principals.
9. In all instances, when a credit card is used to purchase items or services which are incidental to the operation of a parish owned vehicle, a copy of the credit ticket along with a written explanation of the reason for the purchase shall be submitted with that vehicle's travel report.

By signing this form, I agree to comply with the above regulations for use of parish owned vehicles.

Employee: _____

Date: _____

VERMILION PARISH SCHOOL BOARD
IN PARISH MILEAGE SCHEDULE

	VPSB	AHS	CPE	DES	EPES	EHS	EMS	FIEB	GHS	HES	IBES	JHW	JOES	KES	KHS	LES	MES	NVHS	RRMS	SWE	HENRY	PARENT CTR	REGINA ST	TRANS SHOP
VPSB	0	2.9	10.1	6.9	1.1	6.6	6.5	16.5	23.5	1.9	16.8	0.9	23.6	10.9	8.8	8.5	6.5	9.9	9.9	7.9	7.9	0.5	1.2	0.7
AHS	2.9	0	11.5	5.6	3.7	5.3	5.2	20.4	25.3	0.9	18.6	2	25.4	12.7	10.6	6.2	7.9	11.2	11.7	10.5	11.6	2.3	4.1	3.3
CPE	10.1	11.5	0	16.2	11.3	15.9	15.8	25.8	31.9	11.5	8.9	10.4	32.1	19.3	17.2	13.2	8.6	3.9	16.8	18.1	19.2	10.6	11.6	9.9
DES	6.9	5.6	16.2	0	8.7	1	1	23.2	30.3	5.5	23.6	6.5	30.4	17.6	15.5	6.3	12.9	16.2	16.7	14.6	6.5	6.6	8.6	8.3
EPES	1.1	3.7	11.3	8.7	0	7.5	7.4	15.7	25.1	2.8	18.4	1.8	25.2	12.5	10.4	9.4	7.7	11.1	11.5	7.1	8.2	1.4	0.3	1.6
EHS	6.6	5.3	15.9	1	7.5	0	0	22.6	29.7	5	23	6	29.8	17.1	15	5.7	12.3	15.6	16.1	14	7.2	6	8	7.7
EMS	6.5	5.2	15.8	1	7.4	0	0	22.6	29.6	4.9	22.9	5.9	29.7	17	14.9	5.6	12.1	15.5	16	13.9	7.1	5.9	7.9	7.6
FIEB	16.5	20.4	25.8	23.2	15.7	22.6	22.6	0	23.8	18.3	21.7	17.2	23.9	11.2	10.9	26	18.4	23.1	10.2	9.7	22.7	16.9	15.8	17.8
GHS	23.5	25.3	31.9	30.3	25.1	29.7	29.6	23.8	0	25.4	25.7	24.2	0.2	13.3	15	31	23.3	27.1	14.2	30.4	33	24.4	25.4	22.8
HES	1.9	0.9	11.5	5.5	2.8	5	4.9	18.3	25.4	0	18.7	1.3	25.5	12.7	10.6	7.5	8	11.3	11.8	9.7	10.8	1.4	3.1	2.5
IBES	16.8	18.6	8.9	23.6	18.4	23	22.9	21.7	25.7	18.7	0	17.5	25.8	12.4	11.9	22	12.4	9.1	11.5	24.1	26.3	17.7	18.7	16.1
JHW	0.9	2	10.4	6.5	1.8	6	5.9	17.2	24.2	1.3	17.5	0	24.3	11.6	9.5	7.7	6.9	10.2	10.6	8.7	9.8	0.4	2.1	2.2
JOES	23.6	25.4	32.1	30.4	25.2	29.8	29.7	23.9	0.2	25.5	25.8	24.3	0	13.5	15.2	31.1	23.5	27.3	14.4	30.6	33.2	24.6	25.5	22.9
KES	10.9	12.7	19.3	17.6	12.5	17.1	17	11.2	13.3	12.7	12.4	11.6	13.5	0	2.4	18.4	9.2	13.8	1	17.8	20.4	11.8	12.7	10.2
KHS	8.8	10.6	17.2	15.5	10.4	15	14.9	10.9	15	10.6	11.9	9.5	15.2	2.4	0	16.3	8.6	13.3	1.4	15.3	18.3	9.7	10.6	8.1
LES	8.5	6.2	13.2	6.3	9.4	5.7	5.6	26	31	7.5	22	7.7	31.1	18.4	16.3	0	13.6	16.9	17.4	16.2	12.6	7.9	9.7	9
MES	6.5	7.9	8.6	12.9	7.7	12.3	12.1	18.4	23.3	8	12.4	6.9	23.5	9.2	8.6	13.6	0	6.8	8.3	14.5	15.6	7	7.9	5.7
NVHS	9.9	11.2	3.9	16.2	11.1	15.6	15.5	23.1	27.1	11.3	9.1	10.2	27.3	13.8	13.3	16.9	6.8	0	12.9	17.8	18.9	10.3	11.3	9.7
RRMS	9.9	11.7	16.8	16.7	11.5	16.1	16	10.2	14.2	11.8	11.5	10.6	14.4	1	1.4	17.4	8.3	12.9	0	16.8	19.4	10.8	11.7	9.2
SWE	7.9	11.6	19.2	6.5	8.2	7.2	7.1	22.7	30.4	9.7	24.1	8.7	30.6	17.8	15.3	16.2	14.5	17.8	16.8	0	13.7	8.3	7.2	8.9
HENRY	7.9	11.6	19.2	6.5	8.2	7.2	7.1	22.7	33	10.8	26.3	9.8	33.2	20.4	18.3	12.6	15.6	18.9	19.4	13.7	0	9.4	8.3	9.7
PARENTING	0.5	2.3	10.6	6.6	1.4	6	5.9	16.9	24.4	1.4	17.7	0.4	24.6	11.8	9.7	7.9	7	10.3	10.8	8.3	9.4	0	1.8	1.1
REGINA ST	1.2	4.1	11.6	8.6	0.3	8	7.9	15.8	25.4	3.1	18.7	2.1	25.5	12.7	10.6	9.7	7.9	11.3	11.7	7.2	8.3	1.8	0	1.9
TRANS SHOP	0.7	3.3	9.9	8.3	1.6	7.7	7.6	17.8	22.8	2.5	16.1	2.2	22.9	10.2	8.1	9	5.7	9.7	9.2	8.9	9.7	1.1	1.9	0