

## **EXPENSE REIMBURSEMENT**

The Evangeline Parish School Board shall reimburse employees and School Board members for expenses incurred while on official Board business, within budgetary limitations. Travel expenses shall be limited to those expenses necessarily incurred by employees or Board members in the performance of official responsibilities as may be authorized by the School Board. Reimbursement of expenses shall be based on submission of a properly completed and approved voucher 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 and approved procedures and rates.

All out-of-state travel by Board members must be approved by the Board prior to the travel commencing.

All employees who use their private vehicles for official Board business shall be required to carry liability insurance in an amount set by the Board to be eligible for reimbursement. When a private vehicle is used for official School Board duties, mileage shall be reimbursed based on the rate set by IRS as approved 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.

Claims for reimbursement of out of parish/out of state travel expense shall be submitted for payment within a week following the travel for which expenses were incurred. Claims for reimbursement of in-parish travel should be submitted monthly. Failure to submit the necessary paperwork and/or documentation in a timely manner may result in non-payment of expenses for that month. In the event any employee is unable to report his/her travel before the end of the reporting period, the Superintendent and/or his/her designee shall approve any extension of the reporting date on a monthly basis.

Any employee or Board member who submits a false or fraudulent travel claim shall be subject to disciplinary action and the Board shall be entitled to restitution in full compliance with statutory provisions.

### **MEALS**

In accordance with Internal Revenue Service (IRS) regulations, reimbursement made for meals when there is no overnight stay is considered taxable.

### **TRAVEL REIMBURSEMENT TO PARENTS**

Parents/guardians residing in Evangeline Parish whose child has been placed in a residential setting outside the parish may claim reimbursement for travel expenses incurred as the result of weekend/holiday trips home. Parents may claim up to nine (9)

**round trips per school year (September through May) at the approved parish rate.**

**Parents shall be responsible for obtaining necessary documentation from the facility to verify the trip. Requests for reimbursement and trip verification shall be submitted to the Special Education Department.**

**Ref: La. Rev. Stat. Ann. §§17:56, 32:861, 32:862, 32:863, 32:863.1, 32:900; Board minutes, 2-4-98.**