

EXPENSE REIMBURSEMENT

EMPLOYEE TRAVEL ON OFFICIAL BUSINESS

- A. Travel in one's personal automobile, authorized as official travel, will be reimbursed at the rate set for allowance by the Internal Revenue Service. School food service technicians who travel between cooking schools and satellite locations will be paid not less than one dollar (\$1.00) per assigned trip.
- B. The principal or his designee shall be reimbursed from the Terrebonne Parish School Board General Fund for all authorized travel including, but not limited to:
 - 1) Banks (one trip per day)
 - 2) Post Office (one trip per day)
 - 3) Administrative Meetings
 - 4) Other (warehouse, fuel depot, sick children, etc.)
- C. All travel for co-curricular activities and extra-curricular activities are to be charged to the appropriate School Activity Fund.
- D. Ambulatory personnel shall be paid from the appropriate Terrebonne Parish School Board fund for authorized travel from their base site to other sites during the workday.
- E. All other authorized travel shall be reimbursed from the appropriate Federal and State Special Revenue Funds and the Terrebonne Parish School Board General Fund.
- F. All requests for reimbursement (B-E) must be approved by the appropriate supervisor or department head prior to disbursement of refund.
- G. Employees on official business are allowed a per diem up to thirty dollars (\$30.00) per day for actual meals on one day trips out of the Parish and up to fifty dollars (\$50.00) per day for actual meals on overnight meetings and conferences when their duties call them out of the Parish. Proper support to be furnished for reimbursement. Hotel bills, for room only, are paid in full by the Board.

Revised: October 1997

Revised: July 2000

Revised: September 2006

Revised: August 2019

Ref: La. Rev. Stat. Ann. §17:81; Board minutes, 4-16-74, 5-2-00, 9-5-06, 8-6-19.