

MEMO

To: All Personnel

From: Joe Murphy, Superintendent

RE: Travel Regulations

**Effective July 1, 2021**

**Prior Approval for Travel**

All employees must complete and submit a Request to Attend Conference (see attached) form prior to any travel arrangements or registration being made. Please allow at least two weeks for this approval process. Approval must be granted by the employee’s department head, the funding source department (Title I, Title II, IDEA, Perkins, etc.) and the assigned Assistant Superintendent.

If requesting to attend a one-day workshop, a Request to Attend a Workshop (see attached) must be completed. Department head and funding source department must approve it.

Employees scheduled for retirement within six months of travel date are no longer eligible for reimbursement of travel expenses, excepting daily mileage.

**Transportation**

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, cost of operation of a personal vehicle, cost and availability of rental car or airfare. Airfare shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical and approved in accordance with these regulations.

If an employee chooses to utilize his/her own personal vehicle for travel purposes when it is not the most cost efficient mode of transportation, reimbursement would be limited to one lowest logical airfare quote or one vehicle rental, not the number of persons traveling in the vehicle. The traveler is personally responsible for any other expenses in-route to and from destination due to additional travel time, which is inclusive of meals and lodging.

**A. Airfare**

Commercial air travel using coach/economy rates are to be used with prior approval for all air travel. The employee must attach the ticket, E-ticket, or boarding pass showing cost to the reimbursement request form. LPPS strongly encourages use of lowest logical airfares, and always supports purchasing the “best value” ticket. Flights should be scheduled a minimum of six weeks in advance of travel. Upgrades are not reimbursable.

Reimbursement is allowed for baggage fees for first checked bag for a business trip of 5 days or less and for a second checked bag for a 6 - 10 day business trip and/or any additional baggage that is business related and required by the department. The traveler must present a receipt to substantiate these charges.

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The policy regarding airfare penalties is that the district will pay for the airfare and/or the penalty incurred if change or cancellation is required by the district or an unavoidable situation arises and the Superintendent or Assistant Superintendent approves charges. If change or cancellation is not approved, then the employee is responsible for reimbursing the district for any costs that have already been incurred by LPPS.

No employee shall personally benefit from unused airfare or airline vouchers. Any vouchers or unused airline tickets must be surrendered to the Superintendent/Assistant Superintendent

**B. Car Rental (Contact Information and Rates Attached)**

**In-State Vehicle Rental** When an employee is traveling a distance that exceeds 99 miles, car rental may be the most efficient mode of travel. The state of Louisiana is contracted with Enterprise Rent-A-Car to provide rental car transportation for in-state travel.

**Out-of-State Vehicle Rental** The state has contracted for rental vehicles for domestic, out-of-state travel, utilizing the State of Louisiana’s Out-of-State Contracts, which is mandatory. The participating vendors include Enterprise Rent-a-Car, National Car Rental and Hertz Car Rental Corporation. Choice of vendor is at the traveler’s discretion.

Only the cost of a compact or intermediate model is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Note: When a larger vehicle is necessary as stated above, the vehicle shall be upgraded only to the next smallest size and lowest price necessary to accommodate the number of persons traveling.

Gasoline reimbursements require an original receipt and only regular unleaded gasoline or diesel, when applicable, should be used.

 Personal use of a rental vehicle, when rented for official state business, is not allowed.

**C. Personal Vehicle Use**

The reimbursable mileage rate for the state of Louisiana is **$0.56 per mile**. The Board has approved LPPS to use the same rate as the state for personal vehicle use while conducting School Board business.

A mileage allowance shall be authorized for approved travel using your personal vehicle for school board business. The mileage rate will be reimbursed at the allowable rate established by the State guidelines. Mileage from the Central Office to the destination shall be counted only one way unless the employee returns to the Central Office, and then the mileage is doubled. Below is the acceptable mileage to common locations (one way):

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools** | **Mileage** | **Schools** | **Mileage** |
| Albany | 12 | Seventh Ward | 19 |
| Denham Springs | 15 | South Fork | 14 |
| Doyle | 1 | Springfield | 18 |
| Eastside | 12 | Walker | 10 |
| French Settlement | 17 |  |  |
| Frost | 12 | Suma PD Center | 6 |
| Gray’s Creek | 21 |  |  |
| Holden | 6 | Baton Rouge | 30 |
| Juban Parc | 16 | Hammond | 18 |
| Levi Milton | 10 | Lafayette | 84 |
| Live Oak | 22 | Monroe | 258 |
| Maurepas | 30 | New Orleans | 72 |
| North Corbin | 10 | Shreveport | 290 |

For mileage reimbursement to/from any location NOT listed, please attach proof of mileage in the form of driving directions from a mapping service (MapQuest, Google Maps, etc.).

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**Travel with Overnight Stay**

**Overnight lodging will be provided when the destination is located farther than 50 miles from both the employee’s home-based school and residence.**

Employees may be reimbursed for meals per the following schedule:

1. **Single Day Travel:** Meals are not eligible for reimbursements 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. Meals are never reimbursable within Livingston Parish.
2. **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends at/or beyond 9 a.m. on the last day of travel, and for any intervening days.
3. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days.
4. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends at/or beyond 8 p.m. on the last day of travel, and for any intervening days.

**Meals and Lodging**

Employees may be reimbursed actual expenses for school board business travel to conference sites or sites within a reasonable distance from the conference site. Whenever possible, lodging may be paid for in advance with a school or district check. When conference rates are available, lodging will be reserved at that rate only. Tax exemption forms are required to be used for hotel stays within the state of Louisiana, sales tax will not be reimbursed for hotel stays within the state of Louisiana. The following tables are the meal allowances as per the State of Louisiana travel guidelines. These amounts are inclusive of all meal costs, such as taxes and tips.

If meals are provided by the conference (included with the cost of conference registration), employees **will not** be reimbursed for the provided meal. For example, if breakfast is provided for conference attendees, the employee shall not request reimbursement for breakfast on the day provided.

|  |
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| **Tier I** |
|  | Breakfast | $10 |
|  | Lunch | $14 |
|  | Dinner | $29 |
|  | $53 |
|  |  |
| **Locations include:** | **Routine Lodging** |
| In-State Cities (excepting those listed in Tiers II, III & IV) | $ 96 |
| Alexandria/Leesville/Natchitoches | $ 99 |
| Baton Rouge – EBR | $ 99 |
| Covington/Slidell – St. Tammany | $ 96 |
| Lafayette | $ 96 |
| Lake Charles – Calcasieu | $ 96 |

|  |
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| **Tier II** |
|  | Breakfast | $13 |
|  | Lunch | $18 |
|  | Dinner | $30 |
|  | $61 |
|  |  |
| **Locations include:** | **Routine Lodging** |
| New Orleans; Orleans, St. Bernard, Jefferson, & Plaquemines Parishes |
| January - May June - September | $158$136 |
| October - December | $136 |
| Out-of-State (Except cities listed in Tier III & IV) | $ 96 |

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| **Tier III** |
|  | Breakfast | $13 |
|  | Lunch | $19 |
|  | Dinner | $33 |
|  | $65 |
|  |  |
| **Locations include:** | **Routine Lodging** |
| AK; AZ – Phoenix, Sedona, CA – Los Angeles, Sacramento, San Diego, Oakland; CO – Denver; CT – Hartford; DE – Wilmington; FL – Fort Lauderdale, Miami, Orlando; GA – Atlanta; HI; MN - Minneapolis/St. Paul; MO – Kansas City, St. Louis; NE – Las Vegas; OH – Cleveland; OR – Portland; PA – Philadelphia, Pittsburgh; TN – Nashville; TX – Austin, Dallas/Fort Worth, Houston, San Antonio; American Territories – American Samoa, Guam; Puerto Rico; Saipan, US Virgin Islands |  $170 |
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| --- |
| **Tier IV** |
|  | Breakfast | $14 |
|  | Lunch | $21 |
|  | Dinner | $36 |
|  | $71 |
|  |  |
| **Locations include:** | **Routine Lodging** |
| CA - San Francisco; IL – Chicago; MA – Boston; MD - Baltimore; WA – Seattle  | $212 |
| NY – New York City; VA – Alexandria, Arlington; Washington, DC | $225 |
| International Cities | $200 |

If food or drink items are deducted from the receipt for any reason, the tax amount should be adjusted to reflect that change. In addition, the maximum reimbursement amount for gratuity is 20% of the adjusted cost of the meal.

**Other Expenses**

Reimbursement for employee business related travel of other expenses may include:

1. **Communication expense** related to Board business, such as internet access (receipts MUST be attached to request form)
2. **Registration fees** (receipts MUST be attached to request form)
3. **Public ground transportation fares** (receipts MUST be attached to request form)
4. **Parking** (receipts for actual cost shall be attached)

**New Orleans Airport** – At this time, only USPARK’s uncovered parking is reimbursable. Please be certain to obtain a receipt upon exiting the lot.

**Baton Rouge Airport** - the state’s current contract rate is $3.50 per day for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. Documentation required to receive the contract price is the airport certificate and LPPS photo id or business card and a driver’s license. Airport certificate may be found on State Travel Office’s website at: <http://www.doa.la.gov/osp/Travel/parking/BRairport.pdf>.

1. **Baggage Tips**

Hotel Allowances - Up to $5 tip per hotel check-in and $5 tip per hotel checkout, if applicable.

Airport Allowances - Up to $5 tip for airport outbound departure trip and $5 tip for inbound departure trip (Maximum total for entire trip is not to exceed $10.00).

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**Requesting Reimbursement**

Travel will be reimbursed at the school level using BUSN 159 – Travel Expense Account Form. All itemized receipts, conference agenda, conference name badge and Request to Attend Conference form must be attached and shall not exceed the daily limits allowed. These forms must be signed by the principal prior to payment being made. If the travel is for the principal, then the travel expense form must be signed by an Assistant Superintendent prior to payment being made.

Travel reimbursed at the Central Office will be done using Munis Self Service. All itemized receipts, conference agenda, conference name badge and Request to Attend Conference form must be scanned and attached.

In all cases, the first approver should carefully review and adjust reimbursement requests for any unallowable expenses, such as meals provided during conferences, gratuities exceeding the allowed amount, etc.

**Parish/School Credit Cards**

Parish/School Credit cards are not to be used to pre-pay travel arrangements, such as airfare and hotel. Employees must book their own airfare using personal funds and may request reimbursement. Whenever possible, employees may use a district or school check to pay for lodging.

If a change or cancellation is made after the employee has been reimbursed then, depending on situation, the employee may be responsible for reimbursing the district.

**Personal Conduct**

When traveling, please remember that you are a representative of Livingston Parish Public Schools and expected to act as such. It is the duty of employees to conduct themselves in a professional and ethical manner.

1. Demonstrate punctuality and attendance with regard to all scheduled meetings, conference sessions, and activities related to the funded travel
2. Dress according to the setting but, at all times, remember that business casual is the acceptable minimum. If you would not wear it to the work, do not wear it to represent the district elsewhere.
3. Advocate positive personal behavior and attempt to avoid improprieties or the appearance of improprieties.
4. Refrain from promoting personal attitudes and opinions for matters other than general discussion.
5. Do not consume alcohol until the business portion of the conference is over, all work duties have been performed and your actions will not negatively affect LPPS’s reputation or image.
6. Avoid over drinking and/or making any comments or gestures that may offend the people around you. Give your colleagues the same respect they receive in the office.
7. When using social media, be reminded that there is no such thing as privacy on the internet. When posting photos and opinions, there is always a possibility that employers, colleagues, students, and parents within the community will see them.
8. Be cautious when discussing subjects where emotions run high (e.g. politics and religion) and show respect for others’ opinions.

As educators, we are responsible for demonstrating the highest standards of trust in all our actions and relationships. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must be dictated by the nature of the position and standards of common sense. By one’s education and experience, an employee knows and understands that certain actions or conducts are unacceptable.

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**IN-STATE VEHICLE RENTAL**

**ENTERPRISE RENT-A-CAR (MANDATORY)**

**BASE RENTAL PRICES – RECEIPTS REQUIRED**

|  |  |
| --- | --- |
| **VEHICLE CLASS** | **ENTERPRISE RENT-A-CAR (MANDATORY)** |
|  | **DAILY** | **WEEKLY** | **MONTHLY** |
| Compact | $29.50 | $162.25 | $590.00 |
| Mid-Size/Intermediate | $31.50 | $173.25 | $630.00 |
|  |  |  |  |
| ENTERPRISE CAR RENTAL: 1-800-RENT-A-CAR (1-800-736-8222) OR ENTERPRISE .COMCorporate Discount Number: NA1403  |

**Out-of-State Vehicle Rental (Mandatory)**

**BASE RENTAL PRICES – RECEIPTS REQUIRED**

The State has contracted for rental vehicles for domestic, out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana’s Out-of-State Contracts. While the use of these agencies is mandatory, choice of agency is left to the traveler’s discretion. The State of Louisiana Out-of-State participating vendors include Enterprise Rent-A-Car, National Car Rental and Hertz Car Rental Corporation. Pricing includes CDW/ (Collision Damage Waiver) and a million dollar liability insurance.

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| --- | --- |
| **VEHICLE CLASS** | **Hertz Car Rental Contract** |
|  | **DAILY**  | **WEEKLY** |
| Compact | $31.00 | $155.00 |
| Mid-Size/Intermediate | $33.00 | $165.00 |
|  |  |  |  |
| HERTZ CAR RENTAL: 1-800-654-3131 OR HERTZ .COMCorporate Discount Number: 70592  |

|  |  |
| --- | --- |
| **VEHICLE CLASS** | **ENTERPRISE Car Rental** **or national car rental** |
|  | **DAILY**  | **WEEKLY** |
| Compact | $33.00 | $165.00 |
| Mid-Size/Intermediate | $34.75 | $173.75 |
|  |  |  |  |
| ENTERPRISE CAR RENTAL: 1-800-RENT-A-CAR (1-800-736-8222) OR ENTERPRISE .COMNATIONAL CAR RENTAL: 1-877-222-9058 OR NATIONALCAR.COMCorporate Discount Number: NA1403  |
|  |
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|  |
| All rates (both In and Out-of-State) include CDW (Collision Damage Waiver) and a million dollar liability insurance.Only the rental of compact or intermediate model is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Written approval from the department head prior to departure is required |

Revised 01/21

 **LIVINGSTON PARISH PUBLIC SCHOOLS**

 **REQUEST TO ATTEND WORKSHOP**

**All employees must complete and submit a Request to Attend Workshop prior to registration and before any travel arrangements are made. Please allow at least two weeks for this approval process.**

|  |  |
| --- | --- |
| Name of Attendee: |  |
| School or Department: |  |
| Name of Workshop: |  |
| Dates of Workshop: |  |
| Location of Workshop: |  |
| Registration Expenses: |  |
| Transportation Expenses: |  |
| Meal Expenses: |  |
| Funding Source: |  |

**Expenses will be reimbursed according to guidelines listed in the LPPS Travel Regulations.**

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| --- |
| Explain how employee plans to use the information gained at the Workshop in performing their duties in the District?  |
|  |  |
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|  |
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|  |

**By signing below, the employee acknowledges and agrees to abide by Livingston Parish Public Schools’ Travel Regulations and Standard of Personal Conduct.**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  |  Date: |  |

|  |
| --- |
| **Approvals must be granted and signed in the order below, with final approval granted pending funding source.** |
|  |  | **Approval Granted** |  | **Denied** |
| **Superintendent/Asst Superintendent** |  |  |  |  |
| Name: |  |  |  |  |  |
|  |  |  |  |  |  |
| **Direct Supervisor**  |  |  |  |  |
| Name: |  |  |  |  |  |
|  |  |  |  |  |  |
| **Funding Source Supervisor (Carl Perkins, IDEA, Title II, etc.)** |  |  |  |  |
| Name: |  |  |  |  |  |

Revised 01/21

 **LIVINGSTON PARISH PUBLIC SCHOOLS**

 **REQUEST TO ATTEND CONFERENCE**

**All employees must complete and submit a Request to Attend Conference prior to registration and before any travel arrangements are made. Please allow at least two weeks for this approval process.**

|  |  |
| --- | --- |
| Name of Attendee: |  |
| School or Department: |  |
| Name of Conference: |  |
| Dates of Conference: |  |
| Type of Conference: |  State Regional National |
| Registration Expenses: |  |
| Lodging Expenses: |  |
| Transportation Expenses: |  |
| Meal Expenses: |  |
| Funding Source: |  |

**Expenses will be reimbursed according to guidelines listed in the LPPS Travel Regulations.**

|  |  |
| --- | --- |
| What is the purpose for attending this conference? |  |
| What evidence will be seen that the information gained will be used in your daily work at the district or school level? |  |
| What is your redelivery time frame? |  |
| How will follow up to the school(s) or district take place? |  |

**By signing below, the employee acknowledges and agrees to abide by Livingston Parish Public Schools’ Travel Regulations and Standard of Personal Conduct.**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  |  Date: |  |

|  |
| --- |
| **Approvals must be granted and signed in the order below, with final approval granted pending funding source.** |
|  |  | **Approval Granted** |  | **Denied** |
| **Superintendent/Asst Superintendent** |  |  |  |  |
| Name: |  |  |  |  |  |
|  |  |  |  |  |  |
| **Direct Supervisor**  |  |  |  |  |
| Name: |  |  |  |  |  |
|  |  |  |  |  |  |
| **Funding Source Supervisor (Carl Perkins, IDEA, Title II, etc.)** |  |  |  |  |
| Name: |  |  |  |  |  |