



Livingston Parish Public Schools

Excellence in Education!

13909 Florida Boulevard

P.O. Box 1130

Livingston, Louisiana 70754-1130

Phone: (225) 686-7044 Fax: (225) 686-3052 Website: www.lpsb.org

Alan "Joe" Murphy
Superintendent

Steve Parrill
Assistant Superintendent

Jody Purvis
Assistant Superintendent

MEMO

To: All Personnel
From: Joe Murphy, Superintendent
RE: Travel Regulations

Effective July 1, 2019

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.

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 **\$0.58 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	North Corbin	10
Denham Springs	15	Seventh Ward	19
Doyle	1	South Fork	14
Eastside	12	Springfield	18
French Settlement	17	Walker	10
Frost	12		
Gray's Creek	21	Baton Rouge	30
Holden	6	Hammond	18
Juban Parc	16	Lafayette	84
Levi Milton	10	Monroe	258
Live Oak	22	New Orleans	72
Maurepas	30	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.).

Travel with Overnight Stay

Employees may be reimbursed for meals per the following schedule:

- A. **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.
- B. **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.
- C. **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.
- D. **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.

Tier I	
Breakfast	\$10
Lunch	\$14
Dinner	\$29
	\$53
Locations include:	Routine Lodging
In-State Cities (excepting those listed in Tiers II, III & IV)	\$ 94
Alexandria/Leesville/Natchitoches	\$ 98
Baton Rouge – EBR	\$100
Covington/Slidell – St. Tammany	\$ 94
Lafayette	\$ 94
Lake Charles – Calcasieu	\$ 94

Tier II	
Breakfast	\$14
Lunch	\$18
Dinner	\$30
	\$61
Locations include:	Routine Lodging
New Orleans; Orleans, St. Bernard, Jefferson, & Plaquemines Parishes	
July - September	\$118
October - January	\$150
February - June	\$161
Out-of-State (Except cities listed in Tier III & IV)	\$ 93

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

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	\$118
International Cities	\$150

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:

- A. **Communication expense** related to Board business, such as internet access (receipts **MUST** be attached to request form)
- B. **Registration fees** (receipts **MUST** be attached to request form)
- C. **Public ground transportation fares** (receipts **MUST** be attached to request form)
- D. **Parking** (receipts for actual cost shall be attached)

New Orleans Airport - The state of Louisiana has a contract with Park 'N Fly at the New Orleans Airport. The state's contract rate is \$8.50 per day, \$59.50 per week. Reservations should be made at the following site: <http://www.pnf.com/book/0050056>. If not made on the website, then LPPS photo id or business card with tax exemption form is required. For all other parking facilities, the district will pay actual expenses up to \$7.00 per day.

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>.
- E. **Baggage Tips**

Hotel Allowances - Up to \$3 tip per hotel check-in and \$3 tip per hotel checkout.

Airport Allowances - Up to \$3 tip for airport outbound departure trip and \$3 tip for inbound departure trip.

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.

- A. Demonstrate punctuality and attendance with regard to all scheduled meetings, conference sessions, and activities related to the funded travel
- B. 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.
- C. Advocate positive personal behavior and attempt to avoid improprieties or the appearance of improprieties.
- D. Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- E. 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.
- F. 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.
- G. 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.
- H. 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.

**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 .COM
Corporate 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.

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 .COM
Corporate Discount Number: 70592

VEHICLE CLASS	ENTERPRISE CAR RENTAL OR NATIONAL CAR RENTAL	
	DAILY	WEEKLY
Compact	\$31.30	\$156.51
Mid-Size/Intermediate	\$33.20	\$166.00

ENTERPRISE CAR RENTAL: 1-800-RENT-A-CAR (1-800-736-8222) OR ENTERPRISE .COM
NATIONAL CAR RENTAL: 1-877-222-9058 OR NATIONALCAR.COM
Corporate Discount Number: NA1403

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

