

## EXPENSE REIMBURSEMENT

The East Baton Rouge 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 employees who use their private vehicles for official School Board business shall be required to carry liability insurance in an amount set by the School Board to be eligible for reimbursement. When a private vehicle is used for official School Board duties, mileage shall be reimbursed based on the current federal mileage rate. The federal mileage rates shall not apply to School Board members. The most recent Board-approved mileage rate shall continue to apply to School Board members. In no case shall an employee be allowed mileage or transportation reimbursement when the employee has been gratuitously transported by another person.

Reports on travel expense shall be submitted for payment on or before the last day of the month following the month for which expenses were incurred. 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.

Rates and categories for reimbursement shall be as approved by the School Board.

### Accounting for Travel Expenses:

In-parish travel for eligible employees must be submitted to the Payroll Office within thirty (30) days of the month of travel and will be paid at the current federal mileage rate. The federal mileage rates for in-parish travel shall not apply to School Board members. The most recent Board-approved mileage rate shall continue to apply to School Board members. Out-of-parish travel expenses incurred by staff members, employees, and School Board members on School Board business, attendance at approved meetings, or other related activities shall be accounted for in writing to the Accounting Office within thirty (30) days from the date of return and no later than five (5) calendar days after fiscal year end (June 30). Travel advances for out-of-parish travel not accounted for to the

Accounting Office within the above timelines shall result in collection from the employee by a payroll deduction. Failure to submit documentation for both in- and out-of-parish travel expenses timely shall result in non-reimbursement.

Revised: September 28, 2023

Ref: La. Rev. Stat. Ann. §§17:56, 32:861 et seq., 32:900; Board minutes, 9-28-23.