

FRANKLIN PARISH SCHOOL BOARD

Expense Statement

(Revised in accordance with the School Board's Ord. #2005-10-0009, mileage increase Ord. #2007-08-0006 & meal increase Ord. #2007-11-0004)

Employee: _____ Name: _____ EID: _____ Dept: _____	Remarks: _____ _____ _____	Pay: _____ From: _____ To: _____
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Date	Destination	Odometer Reading	Allowable Mileage	Depart Time	Arrive Time	# of Meals	Meal Amount	Lodging	Other	Total
								Sub-total:		
								Subtract advance		
								credit card charges:		
								TOTAL:		

Approved: _____ Supervisor _____ Date _____ Charge Code: _____ Business Manager's Approval: _____ Superintendent's approval: _____	Notes: Indicate A.M. or P.M. on arrival/departures times. To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 24 hours. Current miles rate is \$0.40 per mile. In-state meal reimbursement is \$7.00, \$10.00, \$14.00 for breakfast, lunch & dinner: a total of \$31.00 per day. Out-of-state and New Orleans rate is \$8.00, \$12.00, \$17.00 for breakfast, lunch & dinner: a total of \$37.00 per day. (complete travel guide can be obtained at the School Board Business Office)
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I certify that this expense statement is true and that the amounts charged for expenses were incurred on official business only.

Employee Signature _____
Date

MEALS: (including tips)

Receipts are not required for routine meals. Meals are not reimbursable in domicile.

SINGLE DAY TRAVEL: To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 24 hours.

- A. Breakfast & lunch (\$17.00) the 24 hour travel duration must begin at or before 6 a.m. & return after 2 p.m.
- B. Lunch: (\$10.00) required 24 hours duration in travel status
- C. Lunch & Dinner: (\$24.00) the 24 hours travel duration must end at or after 8 p.m.

TRAVEL WITH OVERNIGHT STAY: Travelers may be reimbursed for meals according to the following schedule.

- A. Breakfast: When travel begins at/or before 6 a.m. on the 1st day of travel and extends beyond 9 a.m. on the last day of travel, and for any intervening days.
- B. Lunch: When travel begins at/or before 10a.m. on the 1st day of travel and extends beyond 2 p.m. on the last day of travel, and for any intervening days.
- C. Dinner: When travel begins at/or before 4 p.m. on the 1st day of travel and extends beyond 8 p.m. on the last day of travel, and for any intervening days.

TRAVEL INFORMATION – Standard mileage rates to be used for travel reimbursement for most common routes: (Round trip)

Alexandria -----	200 miles	Baskin -----	16 miles
Baton Rouge-----	300 miles	Crowville-----	22 miles
Lafayette-----	370 miles	Fort Necessity-----	22 miles
Lake Charles -----	410 miles	Gilbert -----	20 miles
Marksville-----	200 miles	Winnsboro Elem -----	2 miles
Monroe-----	80 miles	FPHS-----	1 mile
New Orleans-----	460 miles	HGW-----	6 miles
Shreveport-----	300 miles		
West Monroe-----	90 miles		