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)

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	ee: :			Remarks:				Pay: From: To:		
Date	Destination	Allowable Mileage	Mileage amount	Depart Time	Arrive Time	# of Meals	Meal Amount	Lodging	Other	Total
								TOTAL		
Approve	ed:			ACCT		=====	EI	TOTAL: C AMOU		
Supervisor Date										
Busines	s Manager's appro	oval							_	
Superin	tendent's approva	i								
==== I certify	that this expense	statement is tru	======= ie and that	the amount	====== s charged t	for expens	====== ses were inc	urred on of	====== ficial busi	===== iness only.
	Employ	ee Signature						Dat	ie	

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

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 hour 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) **FROM HOME SCHOOL**

Monroe	80 miles	Baskin Sch. to Cent. Office	16 miles
West Monroe	90 miles	Crowville Sch	- 22 miles
Baton Rouge	300 miles	WES	- 2 mile
New Orleans	460 miles	FPHS (No mileage paid for FPHS)	1 mile
Shreveport	300 miles	HGWLC	6 miles
Lafayette	370 miles	Fort Necessity Sch	22 miles
Alexandria	200 miles	Gilbert Sch	20 miles
Lake Charles	410 miles		
Marksville	200 miles		
Ruston	152 miles		