

INSTRUCTIONS FOR TRAVEL EXPENSE SETTLEMENT

1. School Board policy requires that travel be settled within **30 days** after the event.
2. A **Travel Expense Settlement** form must be completed and signed by appropriate persons. Authorized signatures of the Principal/Supervisor, Director, Assistant Superintendent, and Chief Officers or Superintendent are required to settle advances and/or issue reimbursements.
3. For reimbursement, provide *original* itemized receipts taped onto letter or legal size paper. **No receipts required for meals.**
4. Daily per diem for meals must not exceed \$40.00/\$55.00 if high cost area (including tips). Only 75% of per diem rate is paid for first and last day of travel.
5. An itemized receipt is required for reimbursement of standard baggage fees assessed by Airline. Does not include additional charges for overweight or excess baggage. (2 bags maximum)
6. When more than \$52 is spent for hotel expense, an explanation must be checked or noted on the **Travel Expense Settlement** form.
8. Mileage is calculated at .50 cents per mile. Distance from home to work location should not be included.
9. An approved copy of the Professional Leave form and a conference agenda must be attached to the Travel Expense Settlement form.

KEEP COPIES OF YOUR RECEIPTS AND TRAVEL EXPENSE SETTLEMENT FORMS.

STANDARD ONE-WAY MILEAGE

CITY	MILES
Alexandria	124
Atlanta	525
Bogalusa	98
Bossier City	248
Bunkie	86
Covington	66
Dallas	426
Destin FL	305
Hammond	52
Houma	91
Houston TX	272
<i>(Airport)</i> Kenner	71
Lafayette	56
Lake Charles	132
Leesville	169

CITY	MILES
Marksville	88
Minden	252
Monroe	188
Morgan City	68
Nashville TN	588
Natchitoches	176
New Iberia	81
New Orleans	83
Orlando FL	695
Ruston	224
St Francisville	33
Shreveport	247
Slidell	89
Thibodaux	73
Winnfield	172

The above maximum one-way mileage is inclusive of local travel while at your destination. This list does not include all possible destinations. For those not listed, use Internet tools such as "MapQuest" to determine mileage. Mileage should be calculated from Central Office (**1050 South Foster Drive**) to the conference/hotel destination.