



**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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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		