



**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 \$0.50 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 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) **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 ----- 0 mile<br>(No mileage paid for FPHS) |
| 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         |   |