FRANKLIN PARISH SCHOOL BOARD
Expense Statement

(Revised in accordance with the School Board's Ord. #2005-10-0009, mileage increase Ord. #2021-04-0005 & meal increase Ord. #2007-11-0004)

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Employee:	Remarks: _____	Pay:
Name: _____	_____	From: _____
Address: _____	_____	To: _____
_____	_____	

Date	Destination	Allowable Mileage	Mileage amount	Depart Time	Arrive Time	# of Meals	Meal Amount	Lodging	Other	**Total**

***Acknowledgment Statement:** I acknowledge that I will only be reimbursed for allowable expenses. Hotel expenses will be reimbursed only up to the group rate or a reasonable amount above the Louisiana State Travel Guide. I understand that I am responsible for all third-party fees, non-reimbursable taxes or fees and any other unallowable expenses incurred during my stay. _____ (initials)

TOTAL: _____

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Approved:

_____
Supervisor Date

_____
Business Manager's approval

_____
Superintendent's approval

ACCT #	**EIC**	**AMOUNT**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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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**

***Please read and initial the Acknowledgment Statement above.**

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 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)	0 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		

(Form at Nan's computer my documents, Nan, Nan, forms, 2025 xpnse vchr)