

## INSTRUCTIONS

1. School Board policy requires that travel be settled within 30 days after the event.
2. An **“OUT-OF-PARISH TRAVEL EXPENSE”** (OFPTE) form must be completed and signed by appropriate persons. Authorized signatures of the Superintendent, Associate Superintendent and Principal are required to settle advances and/or issue reimbursement.
3. For reimbursement, provide original itemized receipts taped onto letter or legal size paper.
4. Tips for luggage and other travel services should be reasonable. Tips for meals are included in the allowance for meals.
5. When more than \$75.00 is spent for hotel expenses, an explanation must be checked or noted on the OFPTE form.
6. Mileage is calculated at the current Federal rate. Distance from home to work location should not be included. Starting point for travel is 3761 Rosedale Road.
7. An approved copy of the Professional Leave form must be attached to the OFPTE form.
8. **KEEP COPIES OF YOUR RECEIPTS AND OUT OF PARISH TRAVEL EXPENSES FORMS.**

## STANDARD ONE-WAY MILEAGE

| <b>CITY</b>  | <b>MILES</b> |
|--------------|--------------|
| Alexandria   | 119          |
| Bogalusa     | 105          |
| Bossier City | 258          |
| Bunkie       | 86           |
| Covington    | 70           |
| Hammond      | 49           |
| Harvey       | 90           |
| Houma        | 109          |
| Kenner       | 71           |
| Lafayette    | 56           |
| Lake Charles | 132          |
| Leesville    | 169          |

| <b>CITY</b>      | <b>MILES</b> |
|------------------|--------------|
| Minden           | 252          |
| Monroe           | 196          |
| Morgan City      | 83           |
| Natchitoches     | 176          |
| New Iberia       | 81           |
| New Orleans      | 82           |
| Ruston           | 224          |
| St. Francisville | 33           |
| Shreveport       | 253          |
| Slidell          | 93           |
| Thibodeaux       | 73           |
| Winnfield        | 172          |

The above maximum one-way mileage is inclusive of local travel while at your destination. If lesser miles are actually incurred, the lesser amount shall be used. This list does not include all possible destinations. If unreasonable mileage is reported on the OFPTE form, an adjustment will be made.