

West Baton Rouge Parish School Board

Travel Regulations

All requests for travel reimbursement must be made on approved travel forms. The dates, location of travel and the reason for the travel must be included on the form. An approved professional leave form must accompany all travel reimbursement request.

All requests for travel advances must be approved prior to travel on the approved form.

Out of parish travel request for mileage must use 3761 Rosedale Road as the starting point for the mileage reading. The mileage rate being used by the WBRPSB will be the same as the current Federal rate per mile. Note – At no time will the reimbursement rate for mileage be greater than what is allowed by the IRS. The mileage rate can be found at www.gsa.gov.

Items which are available for reimbursement include:

- **Hotels** - reimbursed at conference cost unless no rooms are available at the conference site. The Superintendent may grant approval to pay the actual cost for lodging at the nearest hotel. Receipts required.
- **Taxi, shuttle** – receipts required.
- **Airfare** – reimbursed at actual cost. Receipts or internet confirmation is required.
- **Meals** – the U. S. General Services Administration per diem rate will be used to determine meal allowances for travel attachment #1 shows the GSA breakdown and below is a list of some cities and the meal allowance for those cities. However, meals

which have been included in conference agenda's will not be reimbursed. **Partial meals such as continental breakfasts or airline meals are not considered meals.**

Travel with Over Night Stay – Travelers may be reimbursed meals according to the following schedule.

1. **Breakfast** – When travel begins at/or before 6 a.m. on the first day of travel or extends beyond 9 a.m. on the last day of travel, or for any intervening days.
 2. **Lunch** – When travel begins at/or before 10 a. m. on the first day of travel or extends beyond 2 p. m. on the last day of travel, or for any intervening days.
 3. **Dinner** – When travel begins at/or before 4 p.m. on the first day of travel or extends beyond 8 p.m. on the last day of travel, or for any intervening days.
- **Registration Fees** – Receipts required if not paid directly by the school board. Note – dues to belong to an organization are not reimbursable.
 - **Parking** – receipts required.
 - **Tips** – tips for meals are included in the cost of the meal reimbursement. Tips for other services must be reasonable.
 - **Tolls** – Receipts required.
 - **Internet Charges** – All cost for school board business.
 - **Rental Car** – Receipts required. Rental of cars must have prior approval from the superintendent. A memo stating the reason for the request must be submitted to the superintendent before travel commences. A copy of the approval letter must be attached to the reimbursement request.

	The M&IE rates differ by travel location. View the per diem rate for your primary destination to determine which M&IE rates apply.					
Meals Total	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Bag Boys, etc.	3	3	3	3	3	3

Above rates are shown on the U. S. General Services Administration website. Below are some cities that have been traveled by the department for conferences in the past. Any travel to a city not listed should be checked on the GSA website at www.gsa.gov for the correct allowance amount.

Orlando, FL Galveston, TX Denver, CO and Atlanta, GA - \$49.00

Baltimore, MD Dallas, TX St. Louis, MO and San Antonio, TX New Orleans, LA - \$59

Washington, D.C. - \$64.00

Lake Charles, LA - \$39.00

Cities not appearing on the per diem chart may be located within a county for which rates are listed. To determine what county a city is located in, [visit the National Association of Counties \(NACO\) website](#) (a non-federal website).