



Livingston Parish Public Schools

Excellence in Education!

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Rick Wentzel
Superintendent

Alan "Joe" Murphy
Assistant Superintendent

Stephen Parrill
Assistant Superintendent

MEMO

To: All Personnel
From: Rick Wentzel, Superintendent
RE: Travel Regulations

Effective July 1, 2018

Prior Approval for Travel

All employees must complete and submit a Request to Attend Conference (see attached) form prior to any travel arrangements or registration being made. Please allow at least two weeks for this approval process. Approval must be granted by the employee's department head, the funding source department (Title I, Title II, IDEA, Perkins, etc.) and the assigned Assistant Superintendent.

If requesting to attend a one day workshop, a Request to Attend a Workshop (see attached) must be completed. Department head and funding source department must approve it.

Employees scheduled for retirement within six months of travel date are no longer eligible for reimbursement of travel expenses, except daily mileage.

Transportation

The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Among the factors to be considered should be length of travel time, cost of operation of a personal vehicle, cost and availability of rental car or airfare. Airfare shall be used for out-of-state travel unless it is documented that utilization of another method of travel is more cost efficient or practical and approved in accordance with these regulations.

If an employee chooses to utilize his/her own personal vehicle for travel purposes when it is not the most cost efficient mode of transportation, reimbursement would be limited to one lowest logical airfare quote or one vehicle rental, not the number of persons traveling in the vehicle. The traveler is personally responsible for any other expenses in-route to and from destination which is inclusive of meals and lodging.

A. Airfare

Commercial air travel using coach/economy rates are to be used with prior approval for all air travel. The employee must attach the ticket, E-ticket, or boarding pass showing cost to the reimbursement request form. LPPS strongly encourages use of lowest logical airfares, and always supports purchasing the "best value" ticket. Flights should be scheduled a minimum of six weeks in advance of travel. Upgrades are not reimbursable.

Reimbursement is allowed for baggage fees for first checked bag for a business trip of 5 days or less and for a second checked bag for a 6 - 10 day business trip and/or any additional baggage that is business related and required by the department. The traveler must present a receipt to substantiate these charges.

The policy regarding airfare penalties is that the district will pay for the airfare and/or the penalty incurred if change or cancellation is required by the district or an unavoidable situation arises and the Superintendent or Assistant Superintendent approves charges. If change or cancellation is not approved, then the employee is responsible for reimbursing the district for any costs that have already been incurred by LPPS.

No employee shall personally benefit from unused airfare or airline vouchers. Any vouchers or unused airline tickets must be surrendered to the Superintendent/Assistant Superintendent

B. Car Rental

When an employee is traveling a distance that exceeds 99 miles, car rental may be the most efficient mode of travel. The state of Louisiana is contracted with Enterprise Rent-A-Car to provide rental car transportation. Please see attached rates.

Only the cost of a compact or intermediate model is reimbursable, unless:

1. Non-availability is documented; or
2. The vehicle will be used to transport more than two persons.

Note: When a larger vehicle is necessary as stated above, the vehicle shall be upgraded only to the next smallest size and lowest price necessary to accommodate the number of persons traveling.

Gasoline reimbursements require an original receipt and only regular unleaded gasoline or diesel, when applicable, should be used.

Personal use of a rental vehicle, when rented for official state business, is not allowed.

C. Personal Vehicle Use

The reimbursable mileage rate for the state of Louisiana is **\$0.54 per mile**. The Board has approved LPPS to use the same rate as the state for personal vehicle use while conducting School Board business.

A mileage allowance shall be authorized for approved travel using your personal vehicle for school board business. The mileage rate will be reimbursed at the allowable rate established by the State guidelines. Mileage from the Central Office to the destination shall be counted only one way unless the employee returns to the Central Office, and then the mileage is doubled. Below is the acceptable mileage rate (one way):

Schools	Mileage	Schools	Mileage
Albany	12	North Corbin	10
Denham Springs	15	Seventh Ward	19
Doyle	1	South Fork	14
Eastside	12	Springfield	18
French Settlement	17	Walker	10
Frost	12		
Gray's Creek	21	Baton Rouge	30
Holden	6	Hammond	18
Juban Parc	16	Lafayette	84
Levi Milton	10	Monroe	258
Live Oak	22	New Orleans	72
Maurepas	30	Shreveport	290

For mileage reimbursement to/from any location NOT listed, please attach proof of mileage in the form of driving directions from a mapping service (MapQuest, Google Maps, etc.).

All employees traveling to schools within the parish MUST sign in and out at the schools. This documentation can be used to verify travel reimbursements.

Travel with Overnight Stay

Employees may be reimbursed for meals per the following schedule:

- A. **Single Day Travel:** Meals are not eligible for reimbursements on single day travel. This means that when an employee is on travel status where no overnight stay is required, no meals are eligible for reimbursement. Meals are never reimbursable within Livingston Parish.
- B. **Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends at/or beyond 9 a.m. on the last day of travel, and for any intervening days.
- C. **Lunch:** When travel begins at/or before 10 a.m. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days.
- D. **Dinner:** When travel begins at/or before 4 p.m. on the first day of travel or extends at/or beyond 8 p.m. on the last day of travel, and for any intervening days.

Meals and Lodging

Employees may be reimbursed actual expenses for school board business travel to conference sites or sites within a reasonable distance from the conference site. A school or district check may be used to pay for employee lodging. Paid receipts ARE REQUIRED to be turned in to bookkeeper or Accounts Payable immediately upon return. When conference rates are available, lodging will be reserved at that rate only. Tax exemption forms are required to be used for hotel stays within the state of Louisiana, sales tax will not be reimbursed for hotel stays within the state of Louisiana. The following tables are the meal allowances as per the State of Louisiana travel guidelines. These amounts are inclusive of all meal costs, such as taxes and tips.

If meals are provided by the conference (included with the cost of conference registration), employees **will not** be reimbursed for the provided meal. For example, if breakfast is provided for conference attendees, the employee shall not request reimbursement for breakfast on the day provided.

<u>Tier I</u>	
Breakfast	\$ 9
Lunch	\$13
Dinner	<u>\$29</u>
	\$51
Locations include:	Routine Lodging
In-State Cities (excepting those listed in Tiers II, III & IV)	\$ 93
Alexandria/Leesville/Natchitoches	\$ 96
Baton Rouge – EBR	\$105
Covington/Slidell – St. Tammany	\$ 93
Lafayette	\$ 93
Lake Charles – Calcasieu	\$ 93

<u>Tier II</u>	
Breakfast	\$12
Lunch	\$17
Dinner	<u>\$30</u>
	\$59
Locations include:	Routine Lodging
New Orleans; Orleans, St. Bernard, Jefferson, & Plaquemines Parishes	
	May – June \$152
	July – August \$109
	Sept – January \$148
	Feb – April \$173
Out-of-State (Except cities listed in Tier III & IV)	\$ 93

<u>Tier III</u>	
Breakfast	\$12
Lunch	\$19
Dinner	<u>\$33</u>
	\$64
Locations include:	Routine Lodging
AK; AZ – Pheonix, Sedona, CA – Los Angeles, Sacramento, San Diego, Oakland; CO – Denver; CT – Hartford; DE – Wilmington; FL – Fort Lauderdale, Miami, Orlando; GA – Atlanta; HI; MN - Minneapolis/St. Paul; MO – Kansas City, St. Louis; NE – Las Vegas; OH – Cleveland; OR – Portland; PA – Philadelphia, Pittsburgh; TN – Nashville; TX – Austin, Dallas/Fort Worth, Houston, San Antonio; American Territories – American Samoa, Guam; Puerto Rico; Saipan, US Virgin Islands	\$134

<u>Tier IV</u>	
Breakfast	\$13
Lunch	\$19
Dinner	<u>\$36</u>
	\$68
Locations include:	Routine Lodging
CA - San Francisco; IL – Chicago; MA – Boston; MD - Baltimore; WA – Seattle	\$212
NY – New York City; VA – Alexandria, Arlington; Washington, DC	\$225
International Cities	\$200

If food or drink items are deducted from the meal receipt for any reason, the tax amount should be adjusted to reflect that change. In addition, the maximum reimbursement amount for gratuity is 20% of the adjusted cost of the meal.

Other Expenses

Reimbursement for employee business related travel of other expenses shall include:

- A. **Communication expense** related to Board business, such as internet access (receipts MUST be attached to request form)
- B. **Registration fees** (receipts MUST be attached to request form)
- C. **Public ground transportation fares** (receipts MUST be attached to request form)
- D. **Parking** (receipts for actual cost shall be attached)

New Orleans Airport - The state of Louisiana has a contract with Park ‘N Fly at the New Orleans Airport. The state’s contract rate is \$7.00 per day, \$42.00 per week. Reservations should be made at the following site: <http://www.pnf.com/book/0050930>. If not made on the website, then LPPS photo id or business card with tax exemption form is required. For all other parking facilities, the district will pay actual expenses up to \$7.00 per day.

Baton Rouge Airport - the state’s current contract rate is \$3.50 per day for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. Documentation required to receive the contract price is the airport certificate and LPPS photo id or business card and a driver’s license. Airport certificate may be found on State Travel Office’s website at: <http://www.doa.la.gov/osp/Travel/parking/BRairport.pdf>.
- E. **Baggage Tips**

Hotel Allowances - Up to \$3 tip per hotel check-in and \$3 tip per hotel check-out.

Airport Allowances - Up to \$3 tip for airport outbound departure trip and \$3 tip for inbound departure trip.

Requesting Reimbursement

Travel will be reimbursed at the school level using BUSN 159 – Travel Expense Account Form. All itemized receipts, conference agenda, conference name badge and Request to Attend Conference form must be attached and shall not exceed the daily limits allowed. These forms must be signed by the principal prior to payment being made. If the travel is for the principal, then the travel expense form must be signed by an Assistant Superintendent prior to payment being made.

Travel reimbursed at the Central Office will be done using Munis Self Service. All itemized receipts, conference agenda, conference name badge and Request to Attend Conference form must be scanned and attached.

In all cases, the first approver should carefully review and adjust reimbursement requests for any unallowable expenses, such as meals provided during conferences, gratuities exceeding the allowed amount, parking, etc.

Parish/School Credit Cards

Parish/School Credit cards are not to be used to pre-pay travel arrangements, such as airfare and hotel or to pay for meals while employee is on business travel. School credit cards may ONLY be used to purchase meals for large groups of students with prior approval from principal. Employees must book their own airfare using personal funds and may request reimbursement. Whenever possible, employees may use a district or school check to pay for lodging or use personal credit card.

If a change or cancellation is made after the employee has been reimbursed then, depending on situation, the employee may be responsible for reimbursing the district.

Personal Conduct

When traveling, please remember that you are a representative of Livingston Parish Public Schools and expected to act as such. It is the duty of employees to conduct themselves in a professional and ethical manner.

- A. Demonstrate punctuality and attendance with regard to all scheduled meetings, conference sessions, and activities related to the funded travel
- B. Dress according to the setting but, at all times, remember that business casual is the acceptable minimum. If you would not wear it to the work, do not wear it to represent the district elsewhere.
- C. Advocate positive personal behavior and attempt to avoid improprieties or the appearance of improprieties.
- D. Refrain from promoting personal attitudes and opinions for matters other than general discussion.
- E. Do not consume alcohol until the business portion of the conference is over, all work duties have been performed and your actions will not negatively affect LPPS's reputation or image.
- F. Avoid over drinking and/or making any comments or gestures which may offend the people around you. Give your colleagues the same respect they receive in the office.
- G. When using social media, be reminded that there is no such thing as privacy on the internet. When posting photos and opinions, there is always a possibility that they will be seen by employers, colleagues, students, and parents within the community.
- H. Be cautious when discussing subjects where emotions run high (e.g. politics and religion) and show respect for others' opinions.

As educators, we are responsible for demonstrating the highest standards of trust in all our actions and relationships. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must be dictated by the nature of the position and standards of common sense. By one's education and experience, an employee knows and understands that certain actions or conducts are unacceptable.

**ENTERPRISE RENT-A-CAR MANDATORY IN-STATE VEHICLE RENTALS
BASE RENTAL PRICES - RECEIPTS REQUIRED**

VEHICLE CLASS	STATE MOTOR POOL IN-STATE RENTAL CONTRACT (All Rates Incl. CDW/Damage Waiver and 1 Million Liability Coverage Insurance)		
	Daily	Weekly	Monthly
Compact	\$29.50	\$162.25	\$590.00
Mid-Size/Intermediate	\$31.50	\$173.25	\$630.00
Standard Size	\$31.50	\$173.25	\$630.00
Full Size	\$34.50	\$189.75	\$690.00
Mini-Van	\$55.00	\$302.50	\$1,100.00
Medium SUV	\$51.00	\$280.50	\$1,020.00
Large SUV	\$90.00	\$495.00	\$1,800.00
Large Truck	\$47.00	\$258.50	\$940.00
Cargo Van/Truck	\$47.00	\$258.50	\$940.00
15 Passenger Vans	\$99.00	\$544.50	\$1,980.00
Hybrid Standard	\$43.30	\$239.25	\$870.00

Weekly rates will be calculated at five and a half (5.5) times the daily rate; monthly rates will be calculated at twenty (20) times the daily rate. Half-day rates of 4 hours or less are available at 75% of the daily charge. No hourly/half day charges shall ever exceed the daily rate listed above.

Base Rental Charges apply to Enterprise locations in the following geographic area: Louisiana

Rental Location Surcharges: In addition to the applicable Base Rental Charges set forth above, rental location surcharges are assessed as follows: New Orleans Airport - Consolidated Facility Charge of \$6.20/day, Airport Access Fee of 11.11%; Baton Rouge Airport - Consolidated Facility Charge of \$3.75/day, Airport Access Fee of 11%; Lafayette Airport - Airport Access Fee of 11.11%; Lake Charles Airport - Consolidated Facility Charge of \$3.00/day, Airport Access Fee of 11.11%; Shreveport Airport - Airport Access Fee of 12%.

Enterprise will provide the following:

- CDW/Damage Waiver Insurance along with \$1 Million Liability Protection Coverage (Domestic Travel only)
- Pickup, free of charge, from a business or home with advanced notice.
- Free upgrade if allowed/needed size vehicle is unavailable
- No charges for additional drivers
- 24/7 Roadside Services
- Rates include unlimited mileage for all rentals based out of Louisiana
- In the event that the State traveler has need for the vehicle before Enterprise's normal hours of operation, Enterprise will start rental charges at 7:30 A.M. the morning in which the rental is needed with pickup before the close of business the night prior.
- Overtime grace period of 59 minutes
- Rate ¼ daily rate - up to daily rate for each hour over rental time in contract
- One way differential fee \$79.00 for classes up to full size, and base rate plus .40 cent per mile.
- Allowance of age 18 or older to drive rental vehicles, with valid driver's license, and age 25 or older to drive a 12 and 15 passenger van when meeting Enterprises other normal renter qualifications. 18-20 year old renters will be limited to Intermediate size vehicles and below and be assessed a \$5.00/day surcharge.

ACCOUNT NUMBER: NA1403

RESERVATIONS (24/7):
1-800-RENT-A-CAR
OR
ENTERPRISE.COM

Local Account Manager: Joey Rosenfeld
504-779-3326 - Direct Number
225-445-7250 - Cell Phone
866-346-1572 - fax



LIVINGSTON PARISH PUBLIC SCHOOLS REQUEST TO ATTEND WORKSHOP

All employees must complete and submit a Request to Attend Workshop prior to registration and booking any travel arrangements. Please allow at least two weeks for this approval process.

Employee Name: _____

School/Department: _____

Name of Workshop: _____

Date(s): _____ Location: _____

Cost of Registration: _____ Workshop expenses will be paid through _____ funds.

Explain how employee(s) plan to use the information gained at the Workshop in performing their duties in the District?

By signing below, the employee acknowledges and agrees to abide by Livingston Parish Public Schools' Travel Regulations and Standard of Person Conduct.

Employee Signature: _____ Date: _____

Approval must be granted by the employee's department head/principal and the funding source department head (Title I, Title II, IDEA, Perkins, etc.).

Approval Granted

Denied

Principal/Other:	_____	_____
Business (Terry Hughes)	_____	_____
Curriculum (Dawn Rush)	_____	_____
Human Resources (Bruce Chaffin)	_____	_____
Sales Tax (Mike Curtis)	_____	_____
School Food Services (Leah Smith)	_____	_____
Special Education (Eric Penalber)	_____	_____
Technology (Carlos Williams)	_____	_____
Title I (Sharon Anderson)	_____	_____
Title II (Tammy Kuhn)	_____	_____
Transportation (Jeff Frizell)	_____	_____
Vocational Education (Staci Polozola)	_____	_____
Superintendent/Assistant Superintendent	_____	_____

