



CAMERON PARISH SCHOOL SYSTEM TRAVEL REIMBURSEMENT REQUEST

0.58

effective January 1, 2019

NAME:

Year/Month

Date	Official Domicile or Home Address	Destination Address	Number of miles	ROOMS (not direct billed)	MEALS (per chart)	Other charges	PURPOSE OF TRIP/REASON FOR OTHER CHARGES	Program to Charge
		TOTAL						

My signature signifies that I maintain a valid LA drivers license and mandated insurance. I understand that my coverage will be the primary in the case of an accident and that any coverage which the school board may have is considered second.

Amount

Due _____

Signature: _____

Approval: _____

REIMBURSEMENT REQUIREMENTS

- Attach copy of Professional Development Leave request.
- Attach mileage chart using any map program, or the District Mileage Chart http://www.camsch.org/apps/pages/index.jsp?uREC_ID=631530&type=d&pREC_ID=1164869
- Attach meeting agenda or attendance certificate
- Attach receipts of rooms, conference fees etc. (if not direct billed)
- Submit reimbursement request to appropriate supervisor or principal, who will then forward to Accounts Payable

How to complete the form

- Fill in all blanks
- Official domicile is your assigned workplace.
- Meal allowance per chart and overnight stay only. You will need to deduct those meals that are already paid by the school board in your conference registration fee.
- Enter program to charge if given to you by administrator, supervisor or superintendent

Expense Reimbursement Guidelines

- An employee attendance to a home school event at official domicile is considered part of the normal course of your duties therefore the travel to the official domicile event is not reimbursable.
- An employee attendance to a school site other than your home school or meeting site may be reimbursed. Mileage claimed must be the lesser of the miles from the official domicile (place of work) or from your residence.
- All travel by an employee must be approved prior to the trip by the Superintendent or his/her designee.
- Meal allowances will used for approved overnight travel only. You will need to deduct those meals that are already paid by the school board in your conference registration fee.
- ***Approved US GSA Meals and Incidental Expenses***

Breakfast	\$13
Lunch	\$14
Dinner	\$23
Incidentals	\$5

- When a private automobile is used, the federal mileage rate shall be the basis to calculate auto reimbursement expense.
- All employees who use their private vehicles for official Board business shall be required to carry liability insurance in an amount set by the Board to be eligible for reimbursement.
- All out-of-state travel shall require prior approval by the School Board when the employee is traveling at the expense of the School Board and/or when such travel occurs during a school or office day.
- The School Board will reimburse itinerant staff for required travel as approved by terms of Itinerant agreement.
- An employee/administrator will be reimbursed mileage as approved by Request for Professional Leave.