

EXPENSES REIMBURSEMENTS

Employees who regularly make use of their own cars traveling within the district on school business shall be reimbursed at the maximum mileage rate set annually by the Internal Revenue Service (IRS) and adjusted on a fiscal year basis. Any employee that receives a depreciation allowance grandfathered under an older policy shall receive the historical mileage rate set for them by the Board.

For reimbursement for travel in their own vehicles, employees shall be required to carry at least the minimum insurance coverage as required by Louisiana State Law covering liability and property damage.

All travel reports for reimbursement should be in the Business Office no later than the third working day of each month. Any travel reports requesting reimbursement received after the third working day of each month will not be paid for travel until the following month.

Adopted: 5/21/69
Revised: 6/20/73
Revised: 4/1/98