

NOTES: Indicate A.M. or P.M. on arrival/departures times. To receive **any meal** reimbursement on single day travel, an employee must be in travel status for a minimum of 24 hours. Current miles rate is \$0.40 per mile. In-state meal reimbursement is \$7.00, \$10.00, \$14.00 for breakfast, lunch & dinner: a total of \$31.00 per day. Out-of-state and New Orleans rate is \$8.00, \$12.00, \$17.00 for breakfast, lunch & dinner: a total of \$37.00 per day. (complete travel guide can be obtained at the School Board Business Office

MEALS: (including tips)

Receipts are not required for routine meals. Meals are not reimbursable in domicile.

SINGLE DAY TRAVEL: To receive any meal reimbursement on single day travel, an employee must be in travel status for a minimum of 24 hours.

- A. Breakfast & lunch (\$17.00) the 24-hour travel duration must begin at or before 6 a.m. & return after 2 p.m.
- B. Lunch: (\$10.00) required 24 hour duration in travel status
- C. Lunch & Dinner: (\$24.00) the 24 hours travel duration must end at or after 8 p.m.

TRAVEL WITH OVERNIGHT STAY: Travelers may be reimbursed for meals according to the following schedule.

- A. Breakfast: When travel begins at/or before 6 a.m. on the 1st day of travel and extends beyond 9 a.m. on the last day of travel, and for any intervening days.
- B. Lunch: When travel begins at/or before 10a.m. on the 1st day of travel and extends beyond 2 p.m. on the last day of travel, and for any intervening days.
- C. Dinner: When travel begins at/or before 4 p.m. on the 1st day of travel and extends beyond 8 p.m. on the last day of travel, and for any intervening days.

TRAVEL INFORMATION – Standard mileage rates to be used for travel reimbursement for most common routes: (Round trip) **FROM HOME SCHOOL**

Monroe -----	80 miles	Baskin Sch. to Cent. Office -----	16 miles
West Monroe ---	90 miles	Crowville Sch. -----	22 miles
Baton Rouge -----	300 miles	WES -----	2 mile
New Orleans-----	460 miles	FPHS -----	1 mile
Shreveport -----	300 miles	(No mileage paid for FPMS)	
Lafayette -----	370 miles	HGWLC -----	6 miles
Alexandria -----	200 miles	Fort Necessity Sch. -----	22 miles
Lake Charles -----	410 miles	Gilbert Sch.-----	20 miles
Marksville -----	200 miles		
Ruston -----	152 miles		