

# Red River Parish School District

## Trip Approval Form

### Out of Parish Travel

(Effective July 8, 2019)

**\*\* This section MUST be approved BEFORE travel or reimbursement will be DENIED. \*\***

Person requesting travel approval: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_ Funding: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

**\*\* ATTACH NOTICE OF MEETING AND/OR AGENDA. \*\***

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal / Designee

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

**\*\* Each traveler must complete this section AFTER travel is complete. \*\***

DEPARTURE DATE: \_\_\_\_\_ Time: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_ Time: \_\_\_\_\_

MILEAGE: \$.58 x \_\_\_\_\_ miles claimed \_\_\_\_\_  
\_\_\_\_\_ Standard mileage (See Table)  
\_\_\_\_\_ Odometer Ending Rdg \_\_\_\_\_ minus Beginning Rdg \_\_\_\_\_

LODGING: \$ \_\_\_\_\_ per night x \_\_\_\_\_ # of nights (Receipt Required) \_\_\_\_\_

MEALS:	No.	LA	New Orleans	Out of State	High Cost	Extra High Cost	
Breakfasts	_____	\$ 8.00	\$10.00	\$10.00	\$12.00	\$13.00	_____
Lunches	_____	\$12.00	\$14.00	\$14.00	\$16.00	\$18.00	_____
Dinners	_____	\$18.00	\$24.00	\$24.00	\$24.00	\$29.00	_____

AIRFARE: (Receipt Required) \_\_\_\_\_

PARKING/SHUTTLE/TAXI: (Receipt Required) \_\_\_\_\_

REGISTRATION FEES: (Receipt Required) \_\_\_\_\_

OTHER: (Explanation and/or receipt required) \_\_\_\_\_

**\*\* If applicable, attach name tags and receipts. \*\***

**TOTAL** \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Traveler

Documentation Verified: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Manager or Designee

# Red River Parish School District

## Travel Regulations

(Effective July 8, 2019)

**MILEAGE:** Mileage reimbursement is at the rate of 58 cents per mile. Beginning and ending odometer readings are required unless standard mileage is used. (See Table for Standard Mileage.)

**AIRFARE:** Passenger receipts are required for airline tickets, even if they are prepaid.

**LODGING:** Original hotel receipts are required.

### HIGH COST AREAS:

Alaska	Detroit, MI	Oakland, CA	San Diego, CA
Atlanta, GA	Hawaii	Philadelphia, PA	Seattle, WA
Baltimore, MD	Houston, TX	Phoenix, AZ	St. Louis, MO
Cleveland, OH	Los Angeles, CA	Pittsburg, PA	Tampa, FL
Dallas/Ft. Worth, TX	Miami, FL	Portland, OR	Virgin Islands
Denver, CO	Nashville, TN	Puerto Rico	Wilmington, DE

### EXTRA HIGH COST AREAS:

Boston, MA	New York, NY	Washington, D.C.
Chicago, IL	San Francisco, CA	

**MEALS:** Meals, including tips, are reimbursed at the following rates. Receipts are not required.

	LA	New Orleans	Out of State	High Cost	Extra High Cost
Breakfasts	\$ 8.00	\$10.00	\$10.00	\$12.00	\$13.00
Lunches	\$12.00	\$14.00	\$14.00	\$16.00	\$18.00
Dinners	\$18.00	\$24.00	\$24.00	\$24.00	\$29.00

### The following travel times govern when meals are reimbursed:

Breakfast:	Travel must begin at or before 6:00 a.m. and extend beyond 9:00 a.m.
Lunch:	Travel must begin at or before 10:00 a.m. and extend beyond 2:00 p.m.
Dinner:	Travel must begin at or before 4:00 p.m. and extend beyond 8:00 p.m.

**TELEPHONE:** Up to \$3.00 per trip without an explanation. Business calls which exceed \$3.00 may also be claimed provided the Travel Expense Account designates such calls as pertaining to official business.

**BAGGAGE TIPS:** \$1.00 in and \$1.00 out of the airport, \$1.00 in and \$1.00 out of the hotel.

**AUTO PARKING:** Actual expense (RECEIPT REQUIRED IF AMOUNT EXCEEDS \$5.00).

**TAXI OR LIMO:** Actual Expense (RECEIPT REQUIRED IF AMOUNT EXCEEDS \$10.00)

**REGISTRATION:** RECEIPT REQUIRED

**OTHER:** Any special expense must be accompanied by an explanation and receipt.

### STANDARD MILEAGE TABLE

Roundtrip From School Board Office

Red River Elementary	3.6	Alexandria	165	Mansfield	60
Red River Jr.-Sr. High	1.4	Baton Rouge	400	Minden	90
Springville Ed. Center	4.0	Benton	110	Monroe	200
Ware Youth Center	10.6	Bossier City	90	Natchitoches	60
School Bus Shop	1.6	Lafayette	340	New Orleans	600
		Lake Charles	340	Ruston	110
Martin Campus*	20.4			Shreveport	100
Hall Summit Campus*	25.0				

\*Closed Campus