

TRAVEL POLICY FOR LOUISIANA ASSESSORS' ASSOCIATION, LOUISIANA ASSESSORS' INSURANCE FUND, AND LOUISIANA ASSESSORS' RETIREMENT FUND

These travel regulations shall apply as indicated in each section below to certain committee members of the Louisiana Assessors' Association, Louisiana Assessors' Insurance Fund, and Louisiana Assessors' Retirement Fund.

I. DEFINITIONS

For the purposes of this travel policy, the following terms are defined:

A. Authorized Persons

State elected officials and any of their employees or any retirees serving on a board or committee of the Louisiana Assessors' Association (LAA), the Louisiana Assessors' Insurance Fund (LAIF), or the Louisiana Assessors' Retirement Fund (LARF),

B. Meeting

One of the four regularly scheduled quarterly meetings or any special meeting of the LAA, LARF, or LAIF; additionally, any other meeting of one of the committees created by the Louisiana Assessors' Association Board of Directors, Insurance Committee of the Louisiana Assessors, or the Retirement Board of Trustees.

C. Per Diem

For Board and committee members of LAA, LAIF, LARF and committee members of all other committees, a sum paid for attendance at meetings, currently \$75 per meeting, paid in accordance with R.S. 11:182. If more than one meeting occurs during any seven calendar day period, members shall receive per diems only for such board meetings which exceed three hours in duration. However, at least one per diem shall be paid for such seven calendar day period in which there occurs at least one board meeting. No more than one per diem shall be paid for more than one board meeting in one calendar day. Mileage expenses for attendance at board meetings shall not be allowed when travel to such meetings takes place in a governmentally owned vehicle, nor shall more than one member be reimbursed for mileage when more than one member travels to a board meeting in the same vehicle.

The boards as enumerated herein shall receive per diem for each meeting required by law. There shall be no such per diem payments for those meetings above and beyond the number required by law.

D. Receipts/Document Requirements

Receipts and other supporting documentation must be submitted for any reimbursements. All receipts and documents will be retained by the LAA Office in compliance with record retention laws.

E. Travel Period

A period of time between the time of departure and the time of return.

F. Travel Routes

The most direct traveled route must be used by official state travelers.

G. Travel Expenses

1. Meals and Lodging Allowances

a. Meals (Meal Allowance - Includes Tax and Tips)

A meal allowance will be provided **only** for employee and retiree representatives serving on the Insurance Committee or Retirement Board of Trustees as outlined below.

(NOTE: Meal allowances will not be reimbursed in those situations where meals are provided complimentary or in the form of a Continental Breakfast when offered as part of a hotel stay.)

Receipts are required for all meal reimbursements.

Maximum allowances are listed below. If actual meal costs of the employee or retiree exceed these allowances, the employee or retiree will absorb the difference in cost. Meal reimbursements are for the employee or retiree only who serve on a Board or Committee.

The maximum daily allowances for meal reimbursements are listed below:

- a. **Breakfast: \$12.00**
- b. **Lunch: \$17.00**
- c. **Dinner: \$32.00**

*******NOTE: Reimbursement for alcohol is prohibited*******

b. Lodging (Routine Lodging Allowance)

Lodging receipts are required in all situations. Lodging will be reimbursed only in the following situations:

- (1.)By the Louisiana Assessors' Retirement Fund for members of the Board of Trustees when attending annual training sessions required by statute.

- (2.) By the Insurance Fund or Retirement Fund for their respective employee or retiree representatives who must travel to attend a meeting of the committee on which they serve.

Members should always strive to obtain reasonable hotel rates, which will be approved up to a maximum of \$150 per night. Number of night stays must be shown on the hotel receipt that must be submitted upon request for reimbursement.

2. Mileage Allowance

Mileage shall be payable only in instances where the board or committee member does not have access to a vehicle owned by an assessor's office. Mileage will be reimbursable at the prevailing state rate (currently \$0.51/mile) and shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return, or
2. By using a website mileage calculator or a published software package for calculating mileage such as MapQuest, Tripmaker, How Far Is It, etc.. Employee is to print the page indicating mileage and attach it with his/her travel expense form.

Note: Only employees and retirees who serve on either the Insurance Committee or the Retirement Board will be paid a mileage allowance at the current prevailing state rate.

Assessors, whether driving their office vehicle or personal vehicle, will not be paid a mileage allowance by the Association.

When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle.

3. Parking and Related Parking Expenses

Parking will be reimbursed for Trustees of the Retirement Board who attend a conference or seminar to obtain education credits and the parking cost is incurred as a direct result of attending the conference or seminar.

NO REIMBURSEMENT WHEN NO COST IS INCURRED BY A TRAVELER.

This includes but is not limited to reimbursements for any lodging and/or meals furnished. In no case will a traveler be allowed mileage or transportation when he/she is gratuitously transported by another person.