

**Commission Travel Policy  
(aka ARTICLE XII of CPC Bylaws)**

Travel Policy

**RULE 1: AUTHORIZATION**

Each Commissioner shall be authorized to attend the following annual meetings:

- A. The Louisiana Police Jury Association of Louisiana Convention
- B. Two (2) additional national meetings sponsored by the National Association of Counties
- C. The National Association of Black County Officials ~~or the American Counties for Energy Independence~~
- D. The Police Jury Day at the Legislature

Travel by Commissioners on official Caddo Parish business such as bond sales, financial consultation, economic development, or in support of federal or state grants, education or lobbying members of the Louisiana Legislature and United States Congress, or their staffs on behalf of the Commission as a body shall be by majority vote of the Commission except in emergency cases.

Furthermore, the same exception applies in the case of a Commissioner currently serving on the National Association of Counties, National Association of Black County Officials, or the American Counties for Energy Independence, or the Police Jury Association of Louisiana, or traveling within the State of Louisiana to and from official functions of said association.

Whenever all or a portion of a Commissioner's travel expenses are reimbursed by a third party any further reimbursement of such expenses by Caddo Parish shall be limited to the difference between the expenses reimbursed by said third party and those authorized by current parish policy.

The Parish has no obligation to pay travelers for expenses that are not in compliance with this policy. Personal items, entertainment, alcoholic beverages, and expenses of family members or guests are not authorized travel expenses. Additionally, Commissioner travel shall not be paid out of any other department's budget during a calendar year.

**RULE 2: DAILY EXPENSES**

- A. Meals - Meal charges will be reimbursed at IRS established rates established by the Department of Finance applicable to all Parish Employees. These rates will include tips. No entertainment expenses in excess of the applicable per diem limits will be allowed unless pre-approved by the Commission.

(For current per diem rates, visit:

<https://www.gsa.gov/travel/plan-book/per-diem-rates> )

B. Hotel - Room charges shall be reported at the actual rate incurred. If the spouse or family of the official also stay in the room, then the single room rate shall be charged. Rate differentials may be obtained from the hotel or may be listed on registration form in the case of group rates for conventions. Occupancy taxes shall also be pro-rated to the single rate. Any advance room deposits paid by the Commission must be deducted from the first night's charges. Hotel receipts must be attached to the Expense Account.

Telephone - Reasonable charges may be entered for necessary calls to the home or office of the individual.

Taxi - Reasonable vehicle for hire tolls are allowed for necessary ground transportation at the travel destination; reimbursement will be made only for vehicle for hire toll charges supported by a receipt.

Tips - All customary tips for normal services, excluding meals, should be reported on this line of the Expense Account.

Parking - Charges reported related to necessary fees at hotels, garages, airports and other paid parking while on official business.

**RULE 3:      TRANSPORTATION EXPENSES**

A.      Airline Ticket

1.      Elected officials and employees have the option of making their own travel arrangements or having the parish purchase airline tickets directly. In either case, discounted airfare rates shall always be utilized where available for scheduled events, and flights shall be made by the most direct routing.
2.      The Commission Clerk shall, within 40 calendar days in advance of the scheduled departure date for a planned event, ascertain available airline discount rates by contacting airline agents. All Commissioners shall be advised of this rate by memo from the Commission Clerk within three days.
3.      The airline ticket rate so ascertained will be used as the base rate for air travel reimbursement or as reimbursement for travel by private automobile (as outlined in Item C,2 below). Any costs in excess of 110% of the base rate will be borne by the individual Commissioner.
4.      Baggage Fees- when not provided as part of the ticket price, baggage fees are a permissible reimbursement expense up to one checked bag per person.

5. A copy of the ticket shall be attached to the Expense Account whenever an airfare charge is claimed thereon.

B. Personal Car

1. Mileage for use of personal automobiles utilized on Parish business is reimbursed at the rate established by the State of Louisiana. Mileage charged shall be measured by direct route to the destination and may include required local driving upon arrival. For current reimbursement rates, please visit: <https://gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>
2. Mileage for side trips or personal usage of the automobile should not be claimed. The mileage rate reimbursements method may not be utilized for out of state trips of over 250 miles. In instances where the elected official or employee wishes to drive a personal automobile on a lengthy business trip, an amount equal to the lowest established round-trip airfare will be utilized in lieu of the mileage rate (See Item A,3 above). This amount is an all-inclusive reimbursement and such items as automobile operating expenses, meals and lodging will not be claimed while en route to the destination.
3. Documentation of mileage shall be attached to expense report. Trip routes using online mapping are acceptable documentation.

C. Rental Car

1. The use of rental cars should be limited to those cases where extensive local usage is required at the travel destination, the cost of taxis or other alternatives would not be cost effective, or no other means of local transportation is readily available. Receipts should be attached to the Expense Account whenever charges for rental cars are claimed.

RULE 4: **OTHER ITEMIZED EXPENSES**

A. Registration Fees - Actual amounts paid for on-site conference registration fees may be charged, though early registration is strongly encouraged when it results in a reduced fee. Receipts for these items must be attached. Dues for special affiliations and/or advocacy groups will not be reimbursed.

B. Other - All other necessary or unusual expense items, for which no other category is appropriate, must be claimed on this part of the Expense Account. Receipts for all such items should be attached.

**RULE 5: TRAVEL EXPENSE ADVANCES**

Travel expense funds may be disbursed by the Director of Finance prior to travel if such an advance is requested, unless such a request is in conflict with Rule 6 (below). Travel expense advances will be calculated to include an amount sufficient only for hotel cost, transportation (if not purchased in advance), and the established per diem meal cost.

**RULE 6: REPORTING EXPENSE ACCOUNTS**

Expense accounts shall be filed within 30 days after completion of the Parish business for which the travel was incurred. Failure to file an expense account within the 30-day period shall result in a garnishment of wages from that individual until the outstanding expense advance is reconciled. No subsequent travel advances nor reimbursement for subsequent travel shall be granted to an individual with a previous outstanding expense advance.

**RULE 7: GENERAL**

- A. The Director of Finance shall comply with the foregoing procedures when it becomes necessary to process individual travel expense reports.
- B. The Administrator and Chief Executive Officer shall apply similar guidelines to Commission, staff and agency travel requests and accounting.
- C. The Administrator and Chief Executive Officer shall provide the Commission with a quarterly report of staff and agency travel for informational purposes.