

Guidelines and Procedures for Completing the CCSS In-Parish Travel Form:

1. Request for reimbursement must be submitted on or before the 5th of the month in order to receive reimbursement during that month. (Requests should be made within 30 days of the month of travel.)
2. The district provided "**In-Parish Travel Form**" must be used for documentation.
3. **Purpose** of travel must be indicated for each destination noted on the request i.e. Attend technology committee meeting, Meeting with principal, etc.).
4. Travel must originate from assigned work site, not from home address unless attending an all day meeting. See #7 below.
5. If visiting a student's residence, the name and address of the student visited must be included on the form.
6. The most cost-effective method of travel that will accomplish the purpose of the travel **shall** be selected. Be mindful that you are spending public funds.
7. **Scenarios involving multiple destinations and all day meetings away from the worksite:**

If visiting more than one destination after leaving your origination location, submit a Mapquest / Google Map that indicates where your travel originated followed by the subsequent places visited (i.e. CCSS ➡ US Post Office ➡ Homeless Student Visit ➡ CCSS). *Do not count mileage from central office or assigned worksite to **each** place visited unless you actually return to central office or assigned worksite between each visit.*

If you are attending an all day meeting away from your assigned worksite, use the mileage from your assigned worksite **or home address** if it is **less**. The difference in mileage from your home to your assigned worksite and the destination of your meeting may be used if it is **more** than from your assigned worksite. *(Example: Law Day at Crown Plaza; Employee reports directly to Crown Plaza instead of reporting first to Central Office; Distance from home to Central Office is 14.3 miles. Distance from home to Crown Plaza is 17.6 miles - employee may claim 6.6 miles if they returned home after the all day meeting).*

8. Record actual mileage traveled; do not round up.
9. Mileage associated with conference attendance (outside of the parish) should be recorded on the travel reimbursement expense form.

10. A Mapquest / Google map for each destination recorded must be attached to the request for reimbursement with the **exception** of the mileage included in the chart below. Mileage rates listed below must be used when traveling these destinations.
11. **All employees** that request reimbursement for in-parish travel must abide by these procedures to receive reimbursement.
12. Falsified mileage reports are considered fraud and will be cause for termination.

Mileage Chart –* Mapquest / Google Map charts do not need to be included for these destinations.

<u>Origination Point</u>	<u>TES (Round trip)</u>	<u>CIS / CMS (Round trip)</u>	<u>CHS (Round Trip)</u>	<u>BHES (Round Trip)</u>	<u>Central Office (Round Trip)</u>
<u>Central Office</u>	4.4	3.2	6.2	12.4	**
<u>BHES</u>	14.0	10.2	7.8	**	12.4
<u>CHS</u>	9.0	3.0	**	7.8	6.2
<u>CIS / CMS</u>	6.0	**	3.0	10.2	3.2
<u>TES</u>	**	6.0	9.0	14.0	4.4

*If visiting all schools and Central Office total mileage allowed is 18.61.

*If visiting all schools and not Central Office total mileage allowed is 15.4.