

NPSB Policy DJD: Expense Reimbursements

The Natchitoches Parish School Board shall reimburse employees and School Board members for expenses incurred while on official Board business, within budgetary limitations. Travel expenses shall be limited to those expenses necessarily incurred by employees or Board members in the performance of official responsibilities as may be authorized by the School Board. Travel expenses will be reimbursed in accordance with budgetary allocations for specific type of expense.

All employees who use their private vehicles for official Board business shall be required to carry liability insurance at the minimum set by state law to be eligible for reimbursement. When a private vehicle is used, mileage shall be reimbursed based at the rate currently in use and approved by the Board. In no case shall an employee be allowed mileage or transportation reimbursement when the employee has been gratuitously transported by another person.

Any **out of state** emergency travel requests, **costing more than \$25,000 for the event or \$7,500 per person**, occurring between Board meetings shall be submitted to the Superintendent and Executive Committee for approval. When requesting travel out-of-state, the number of days previously traveled during the current fiscal year shall be indicated. Any employee or Board member who submits a false or fraudulent travel claim shall be subject to disciplinary action and the Board shall be entitled to restitution in full compliance with statutory provisions.

Ref: La. Rev. Stat. Ann. §§ 17:56, 32:861, 32:862, 32:863, 32:863.1, 32:900 Board minutes 6-19-80, 2-19-81, 2-17-83

NPSB Policy GBRH: Professional Leave

The Natchitoches Parish School Board recognizes the value of attending regional and national educational meetings in order to become exposed to new ideas and developments in various areas of public school education. Therefore, the Board or Superintendent or his/her designee may grant professional leave to an employee wishing to attend any educationally related conference, meeting, or convention, if such attendance is considered to be in the best interests of the school district. The Board may pay all or any part of expenses of any personnel whom it may direct to represent it at any such professional or educational meeting or in visitation to another school system. In all such cases, prior approval for said expenses must be given by the Superintendent or his/her designee.

- Professional leave shall be defined as follows:
- Required Leave To attend meetings announced by the Louisiana Department of Education and required by the Parish Superintendent, other central office administrators, and/or the school principal as approved by the Superintendent, or to attend meetings called by the Parish Superintendent or central office administrators.
- Requested Leave To attend meetings which benefit professional growth and interest. Personnel may be granted a maximum of three (3) days per year for requested leave as authorized by the principal and Superintendent. Requested professional leave granted will be on a first come, first serve basis. No more than three (3) teachers or six percent (6%) of the faculty (whichever is greater) may be on leave at any given time, unless authorized by the Superintendent upon written verification by the principal that the additional leave is in the best interest of the school.

Application and notification to attend a conference or similar educational meeting shall be made in writing and approved as far in advance of the meeting as possible. The written request shall include dates, subjects to be covered, and sponsoring agency.

~~All out-of-state travel shall be approved by the Board prior to travel.~~ **Out of state travel events that exceed a total of \$25,000 and/or \$7,500 per person must be approved by the board. All requests that are either under this cost or at no cost to the board shall be approved by the Superintendent or his/her designee.** Requests for approval must be in the School Board Office by the first Thursday of each month. **Requests for out of state travel must be submitted to central office 30 days prior to travel and by the 20th of the month prior to the month the approval will be voted on by the board.** Requests for out-of-state travel shall include number of days previously traveled out of state that fiscal year. All requests for professional leave shall be made on the appropriate form and must include the number of days previously used during the fiscal year for out-of-state and in-state professional leave.

Employees who request and receive written approval from or are directed by their supervisors to be absent from work assignment to attend a meeting, workshop, or other work-related activity, shall indicate excused absence on their time-keeping form.

LEAVE FOR STATE BOARD OR COMMISSION

Leave with pay shall be granted any school system employee who is an elected member of the Board of Trustees of the Teachers' Retirement System of Louisiana or the Louisiana School Employees Retirement System, an elected or appointed member of the Louisiana Board of Elementary and Secondary Education (BESE), or an appointed member of any task force, commission, or other advisory body established by BESE so that such employee may attend meetings of the entity and any committees thereof on which the employee serves.

The School Board shall require any employees who may serve on the public entities outlined above to provide notice to the Board of the dates and times of all meetings of the entity and any committees thereof that are scheduled to occur on a regular basis and reasonable notice to the Board of any special or otherwise unscheduled meetings.

Any employee serving on such an entity shall apply in writing for such leave in a timely manner, but in no case less than twenty-four (24) hours prior to the date of the meeting, except in an emergency. The employee shall also be required to submit proper documentation that the leave granted was used for the purposes for which requested. Improper use of said leave may result in reimbursement to the Board of any compensation paid the employee for the leave days taken and may lead to discipline of the employee up to and including termination.

SCHOOL BUILDING ADMINISTRATORS

No school building administrator will be permitted to be away from school more than five days during any school month. When a school building administrator reaches a combined total of twelve (12) days of requested leave, additional leave shall require the advance approval of the board unless there is an immediate need for leave, in which case approval may be granted by the Superintendent and reported to the Board at the next regularly scheduled meeting.

Professional meetings attended by principals during the summer at the times they are not expected to be on-site will not count against the twelve (12) allowable days upon approval by the Superintendent.