

**LOUISIANA SCHOOL FOR THE DEAF (LSD) AND
LOUISIANA SCHOOL FOR THE VISUALLY IMPAIRED (LSVI)**

**TRANSPORTATION REIMBURSEMENT GUIDELINES
FOR PARENTS**

A. What is transportation reimbursement?

Under certain conditions, parents can be reimbursed for mileage costs associated with transporting their child to/from school. There are specific criteria that must be met in order to qualify for reimbursement.

B. When is a student's family eligible for transportation reimbursement?

1. LSD/LSVI may approve parents' request to transport their own child because of the school's financial constraints. In these cases, LSD/LSVI will reimburse parents for the mileage cost, consistent with this policy. This structure applies to day students or residential students' transportation. This must be agreed to in writing and signed by the parents.

C. If the eligibility criteria are met, what costs are eligible for reimbursement?

1. For students who live less than 25 miles from the campus, one round trip per day of attendance.
2. For students who live 25 miles or more from the campus, one round trip per week of attendance (maximum allowable mileage). See section D for more information regarding restrictions/conditions.
3. Only the parts of the trip when the student is in the vehicle are eligible for reimbursement.
4. Mileage will be reimbursed at the current state travel reimbursement rate.

D. What costs are NOT eligible for reimbursement?

1. If a parent chooses to drive his or her child to school/home instead of using the transportation provided by LSD/LSVI or the parish, then the parent is not eligible for mileage reimbursement.
2. Duplicate costs associated with the same residence. Mileage cost reimbursement is limited to one vehicle per residence.
3. Employees of LSD/LSVI are not eligible for mileage reimbursement. Non work-related reimbursement may be a transaction with the employing agency, which is an ethics violation.
4. Mileage in excess of the distance between the student's residence and the campus/nearest bus stop will not be paid. Mileage will be reimbursed according to State Travel Guidelines:

Mileage shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return.

2. By using a website mileage calculator or a published software package for calculating mileage. Employee is to print the page indicating mileage and attach it with their travel expense form.

5. Mileage associated with travel to/from school that is parent/guardian initiated due to appointments, illness, meetings, etc. is not eligible for reimbursement. If the school requires that a student be picked up from school, the mileage from school to the student's residence (while the student is in the vehicle) will be eligible for reimbursement, if all other eligibility criteria are met.

E. How do I claim reimbursement?

1. The Louisiana School for the Deaf/Louisiana School for the Visually Impaired Travel Claim Form must be completed accurately (dates, complete addresses, total trip mileage, etc.). This form can be found on the school's website or by calling the Transportation Office (225-757-3210) and requesting a copy. Incomplete or inaccurate forms will be returned to the requestor for completion and will delay payment.

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2. Forms must be submitted to the Transportation Office on a timely basis according to the directions on the form.
3. All claims for reimbursement will be reviewed for eligibility. The accuracy of the mileage claimed will be verified and reimbursed according to State Travel Guidelines:

Mileage shall be computed by one of the following options:

1. *On the basis of odometer readings from point of origin to point of return.*
2. *By using a website mileage calculator or a published software package for calculating mileage. Employee is to print the page indicating mileage and attach it with their travel expense form.*

and the dates of travel claimed will be compared to the school's absentee report to verify the student's attendance.