

PLEASE POST IN YOUR HOME FOR FUTURE REFERENCE

**LOUISIANA SCHOOL FOR THE DEAF TRANSPORTATION REIMBURSEMENT GUIDELINES
Information for Parents**

What is transportation reimbursement?

Under certain conditions, parents, students or employees can be reimbursed for mileage costs associated with transportation to/from school. There are many conditions that must be met in order to qualify for this.

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

1. The home parish does not provide free and appropriate transportation.
2. LSD does not offer transportation. Transportation can be in the form of a contract and/or agreement with the student's home parish, OR a charter service to the vicinity of the student's home.

What costs are eligible for reimbursement?

1. For day students: one round trip per day of attendance
2. For residential students: one round trip per week of attendance (maximum allowable mileage)

Only the parts of the trip when the student is in the vehicle are eligible for reimbursement.

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 or the free parish transportation provided by the student's home parish, then the parents are not entitled to reimbursement.
2. An employee who transports his/her child to LSD on a regularly scheduled work day is not entitled to reimbursement.
3. The total cost of the mileage may not be more than the cost of travel provided by LSD. (This applies to EBR and St. John parishes.)

What conditions must be met in order to receive reimbursement?

1. The Louisiana School for the Deaf Travel Claim Form must be completed accurately. This includes dates, odometer readings, and total trip mileage.
2. Forms must be submitted to the LSD Transportation Coordinator on a timely basis according to the directions on the form.

The LSD Transportation Coordinator will verify the accuracy of the mileage claim using MapQuest on the Internet. The dates of travel claimed will be compared to absentee reports to verify the student's attendance on those dates. The Transportation Coordinator will correct any inaccuracies found.

For more information, you may request an official copy of the Transportation Reimbursement Guidelines from Cassandra Johnson, LSD Transportation Coordinator, via e-mail at cjohnson@lalsd.org or by phone at (225) 757-3243, or in-state-toll-free at (888) 769-8111, extension 243.