

## Travel Reimbursement Policy

The **Accounts Payable Technician** and the **Accounting & Reporting Supervisor** should follow the procedures below when calculating reimbursements for all travel expense reports:

- All expenses requested for reimbursement shall not exceed the maximum allowable amount per the *Louisiana Travel Guide*.
- Errors will be adjusted by the Accounts Payable Technician.
- Should an employee submit an expense **less than** the maximum allowable amount for any reason (i.e. calculation error, misinterpretation, or oversight), the amount reimbursed will be the traveler's calculations, validated by the Certificate of Payee portion of the form.

These methods will ensure consistency in payment distributions.