

The following ordinance was introduced by Mr. Jerry Jones in regular session convened on November 24, 2015.

PROPOSED ORDINANCE

The following ordinance, having been previously introduced and published, was offered for final adoption by Mr. Jerry Jones, seconded by Mr. Daniel Lorraine.

ORDINANCE NO. 5729

ORDINANCE AMENDING ORDINANCE NO. 5678 AND AMENDING AND RE-ENACTING CHAPTER 2, ARTICLE III, DIVISION 1, SEC. 2-69 - REIMBURSEMENT OF TRAVEL EXPENSES OF THE LAFOURCHE PARISH CODE OF ORDINANCES AS IT PERTAINS TO MILEAGE REIMBURSEMENT FOR COUNCIL MEMBERS ATTENDING COUNCIL MEETINGS.

BE IT ORDAINED, by the Lafourche Parish Council, convened in Regular Session on January 26, 2016, that:

For clarity of this ordinance, Section 2-69 - Reimbursement of Travel Expenses from the Lafourche Parish Code of Ordinances, will be included in its entirety.

SECTION 1. Sec. 2-69 of the Code of Ordinances is hereby amended to read as follows:

5. All requests for reimbursement shall contain a Travel Expense Form and any required itemized receipts. All requests for reimbursement shall be submitted to the appropriate personnel within 90 days of the end date of the approved travel **except in the case of travel to and from Council meetings which shall be one (1) year of the final date, but no later than the last date of February of the following year.** Failure to timely submit all required documentation shall result in non-payment of reimbursement expenses.

~~**10. The members of the Lafourche Parish Council seeking a mileage reimbursement for all Council Meetings attended shall submit a Travel Expense Form to the appropriate personnel within one (1) year of the final date of the related travel.**~~

SEC. 2-69 REIMBURSEMENT OF TRAVEL EXPENSES FOR MEMBERS OF THE LAFOURCHE PARISH COUNCIL, UNCLASSIFIED AND CLASSIFIED EMPLOYEES OF THE LEGISLATIVE BRANCH, THE PARISH PRESIDENT, UNCLASSIFIED AND CLASSIFIED EMPLOYEES OF THE EXECUTIVE BRANCH, CLASSIFIED EMPLOYEES OF THE CIVIL SERVICE DEPARTMENT AND ALL BOARDS IN THE PARISH THAT HAVE THEIR OWN FUNDING SOURCE.

A. Members of the Lafourche Parish Council, unclassified and classified employees of the Legislative Branch, the Parish President, unclassified and classified employees of the Executive Branch, and classified employees of the Civil Service Department and all boards in the Parish that have their own funding source are authorized reimbursement in the following manner for expenses incurred while performing official duties:

1. All unclassified and classified Parish Executive Branch employees that travel shall receive prior approval from the Parish Administrator or the Parish President regarding reimbursement for travel (Travel Authorization Form).
2. All Lafourche Parish Council members and any unclassified and classified Legislative Branch employees that travel shall receive prior approval from the Lafourche Parish Council Chairman regarding reimbursement for travel (Travel Authorization Form).
 - a. All travel arrangements shall be the responsibility of each Councilman,

with the exception of any registration fees (when applicable), which shall be executed through the Council Clerk's Office.

3. Classified employees of the civil service department that travel shall receive prior approval from the Civil Service Board or their designee (Travel Authorization Form).
4. All requests for travel approval shall contain a Travel Authorization Form and a conference or workshop registration, agenda and/or itinerary.
5. All requests for reimbursement shall contain a Travel Expense Form and any required itemized receipts. All requests for reimbursement shall be submitted to the appropriate personnel within 90 days of the end date of the approved travel **except in the case of travel to and from Council meetings which shall be one (1) year of the final date, but no later than the last date of February of the following year.** Failure to timely submit all required documentation shall result in non-payment of reimbursement expenses.
6. Air transportation travel shall be made using commercial carrier service at the coach/economy class rates. The Parish does not require use of lowest priced airfare where circumstances which can be documented dictate otherwise. Requests for reimbursement for airline tickets shall contain an itemized receipt along with a Travel Expense Form and shall be submitted within 90 days.
7. Single Day Travel: Allowable expenses such as meals, parking and cab fares incurred while conducting Parish Business during single day travel may be reimbursed based on itemized receipts being furnished by the employee upon Supervisor approval. If reimbursement is approved, single day travel reimbursement amounts will be reimbursed up to the amounts listed in Tier 2 of the Louisiana State Travel Guide. Failure to furnish an itemized receipt will prevent the employee from being reimbursed.
8. Overnight Expenses
 - a. Travel out of the Parish but within the State of Louisiana that requires overnight stay will be reimbursed upon submission of the Travel Expense Form as follows:
 1. Lodging will be reimbursed the actual amount of a reasonable single room rate (itemized receipts must be furnished) and shall not be in excess of 25% of the approved single room conference rate stated in the conference brochure. Amounts in excess of the 25 % allowance will not be reimbursed. In instances where travel is not due to a conference or a workshop, a reasonable rate will be reimbursed.
 2. Whenever an unclassified or classified employee of the Executive Branch, Parish Council member, unclassified or classified employee of the Legislative Branch or classified employee of the Civil Service Department is required to stay overnight the employee or council member shall receive a per diem for meals and tips at the rates provided per Tier II of the Louisiana State Travel Guide. If meals are provided with registration of conference/workshop, the per diem for the meal(s) provided will not be issued to the employee or council member. Itineraries/agendas shall be submitted with request for per diems.
 3. Expenses such as parking, internet service, cab fare, etc will be reimbursed actual cost from itemized receipts furnished by the traveler. Failure to furnish receipts will result in non-payment of expenses.
 - b. Travel out-of-state or to another country will be reimbursed upon submission of the Travel Expense Form as follows:
 1. Lodging will be reimbursed the actual amount of a reasonable single room rate (itemized receipts must be furnished) and shall not be in excess of 25% of the approved single room conference rate stated in the conference brochure. Amounts in excess of the 25% allowance will not be reimbursed.

2. Whenever a Parish employee, Parish President or Parish Council member travels out-of-state or to another country, the Parish employee, Parish President or Parish Council member will receive a per diem for meals and tips at the rates provided by Tier IV of the Louisiana State Travel Guide. If meals are provided with registration of conference/workshop, the per diem for the meal(s) provided will not be issued to the employee. Itineraries/agendas shall be submitted with request for per diems.
3. Expenses such as parking, internet service, cab fare, etc. will be reimbursed at actual cost from itemized receipts furnished by the traveler. Failure to furnish receipts will result in non-payment of expenses.
- c. Advance receipt of per diems may be provided to those employees earning less than \$30,000. Copies of registration and itineraries must be provided upon request of per diem. Should the detailed itinerary/agenda not be available upon request of advance per diem, the employee shall reconcile the advance received to the itinerary/agenda received at the conference/workshop within 90 days of return from travel or future request for advance payment will be denied (Travel Expense Form).
9. The members of the Lafourche Parish Council and Parish employees, are authorized to receive a mileage allowance at the state approved rate for use of his personally owned vehicle while in the conduct of official Parish business. Employees or Council members seeking a mileage reimbursement shall submit a Travel Expense Form to the appropriate personnel within 90 days of the final date of the related travel. In the case of ongoing travel, requests for reimbursement shall be submitted in 90 days.

~~**10. The members of the Lafourche Parish Council seeking a mileage reimbursement for all Council Meetings attended shall submit a Travel Expense Form to the appropriate personnel within one (1) year of the final date of the related travel.**~~

SECTION 2. If any section, part, paragraph, sentence, or clause of this Ordinance should be declared invalid or unenforceable, such invalidity or defect shall not affect the remaining sections, paragraphs, parts, sentences, or clauses hereof and, to this end, the several provisions hereof are hereby declared to be severable.

SECTION 3. All Ordinances or parts thereof in conflict herewith are hereby repealed.

SECTION 4. This Ordinance shall be published in the Official Journal of the Lafourche Parish Council in the manner provided by law.

SECTION 5. This Ordinance was then submitted to an official vote as a whole, the vote thereon being as follows:

YEAS: Mr. Jerry Jones
 Ms. Luci Sposito
 Mr. Michael T. Gros
 Mr. Aaron "Bo" Melvin
 Mr. Roy Landry
 Mr. Corey Perrillioux
 Mr. Armand "Noonie" Autin
 Mr. Jerry LaFont
 Mr. Daniel Lorraine

NAYS: None

ABSENT: None

SECTION 6. This Ordinance shall ~~become effective on the tenth day after final publication~~ **be retroactive back to January 1, 2015.**

/s/ Jerry LaFont
JERRY LAFONT, CHAIRMAN
LAFOURCHE PARISH COUNCIL

/s/ Carleen B. Babin
CARLEEN B. BABIN, COUNCIL CLERK
LAFOURCHE PARISH COUNCIL

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Delivered to the Parish President on

January 28, 2016, at 11:00 a.m.

APPROVED: X

UNAPPROVED:

VETOED:

s/ James B. Cantrelle
Lafourche Parish President

Returned to the Council Clerk on

February 1, 2016, at 10:30 a.m.

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I, CARLEEN B. BABIN, Council Clerk for the Lafourche Parish Council, do hereby certify that the foregoing is a true and correct copy of Ordinance No. 5729, enacted by the Assembled Council in Regular Session on January 26, 2016, at which a quorum was present, and was finally adopted on February 1, 2016.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE ON THIS 10TH DAY OF FEBRUARY, 2016.

/s/ Carleen B. Babin
CARLEEN B. BABIN, COUNCIL CLERK
LAFOURCHE PARISH COUNCIL

DATE PUBLISHED: FEBRUARY 16, 2016

DATE EFFECTIVE: RETROACTIVE JANUARY 1, 2015