

2012-0007 (1/9/2012)

Appointment of Chairman to the Legislative Committee

Council Chairman shall name a Councilman to act as Chairman of the Legislative Committee [per Parish Council Rule 32]

2012-0008 (1/9/2012)

Appointment of Chairman to the Contract/Finance and Administrative Committee

Council Chairman shall name a Councilman to act as Chairman of the Contract/Finance and Administrative Committee [per Parish Council Rule 32]

2012-0009 (1/9/2012)

Appointment of Chairman to the Special Projects/Public Safety, Health, and Environmental Committee

Council Chairman shall name a Councilman to act as Chairman of the Special Projects/Public Safety, Health, and Environmental Committee [per Parish Council Rule 32]

2012-0010 (1/9/2012)

Appointment of Chairman to the Hurricane Protection Projects Committee

Council Chairman shall name a Councilman to act as Chairman of the Hurricane Protection Projects Committee [per Parish Council Rule 32]

Accommodations for Disabled

St. Charles Parish will upon request and with three (3) days advanced notice provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact the Office of the Council Secretary at (985) 783-5000 to discuss the particular accommodations needed.

ST. CHARLES PARISH COUNCIL

COUNCIL RULES

Council Rules

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COUNCIL RULES

RULE 1. The St. Charles Parish Council shall hold Regular Meetings in the Council Chamber of the Parish Courthouse, in Hahnville, which shall commence at 6:00 o'clock P.M., on the first and third Mondays of each month. Should any of said days fall on a legal holiday, such meetings may be held, rescheduled or cancelled as desired by the Parish Council.

Regular meetings shall adjourn at 10:00 P.M. and any pending business shall be immediately resumed at the next regular meeting of the Parish Council.

EXCEPTION: Two-thirds of the members may vote to extend a regular meeting one (1) hour.

RULE 2. Special meetings of the Council may be held on twenty-four (24) hours' effective notice by the Secretary to each member upon the call of the Chairman or of a majority of the members. The notice of special meetings shall contain a statement of the specific item or items of business to be transacted and no other business shall be transacted at the meeting. Special meetings of the Council may be convened without the required notice where such is waived in writing by all of the members of the Council. All meetings shall be public except those as provided by law; as provided for in the St. Charles Parish Home Rule Charter.

RULE 3. The Chairman of the Council shall be the presiding officer of the Council. The Vice-Chairman of the Council shall preside in the absence of the Chairman. In the absence of both the Chairman and Vice-Chairman, the highest ranking Council Member shall preside while the Council elects a Council pro-tem who will preside until the Chairman or Vice-Chairman arrives.

RULE 4. The Presiding Officer of the Council shall vote on all questions except when filling vacancies on the Council or in the Office of Parish President. If, however, there is a tie vote when filling these vacancies, the presiding officer shall vote to break the tie.

RULE 5. Votes on all matters shall be taken electronically or by roll call, and the names of the Councilmen and how each voted shall be entered into the Official Minutes.

RULE 6. At each Organizational Meeting of a new term and at the first regular meeting in December annually thereafter, the Parish Council shall elect from among its members a Chairman and a Vice-Chairman who shall serve at its pleasure. Terms of the Chairman and Vice-Chairman shall not be limited by these Council Rules.

RULE 7. The Official Minutes shall record all the transactions of the Council, however, it is not to be considered a verbatim transcript of Council Meetings.

In all cases where a resolution or motion is entered in the Official Minutes, the name of the member moving the same shall be entered also.

RULE 8. A quorum of the Parish Council for the transaction of business shall consist of five members. When a quorum is present, the Council shall proceed to the business before it, which shall be conducted in the following order:

1. Chairman's Call--Roll Call--Prayer, Pledge of Allegiance
2. The approval or correction and approval of the Official Minutes
3. Special Business (Proclamations, Canvass Returns, Etc.)
4. Reports
At each Council meeting one Department Head/Agency from each sector of the Government of St. Charles Parish shall provide a ten minute report on the current activities of their department/agency.
5. Ordinances & Resolutions Introduced for Publication And Public Hearing
6. Planning and Zoning Petitions
7. Ordinances Scheduled for Public Hearing
8. Ordinances/Resolutions Which Have Been Tabled
[Shall only appear on two (2) subsequent regular meeting Agendas]
9. Persons to Address Council
10. Ordinances for Reconsideration by Reason of the Parish President's Veto
11. Resolutions
12. Appointments
13. Special Matters to be Considered by Council and Parish President
14. Correspondence
15. Meetings, Announcements, Notices, Etc.
16. Adjournment

RULE 9. The Chairman or presiding officer shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order. To preserve decorum and order, the Chairman shall prohibit the discussion of matters which are repetitious, redundant, not germane or completed.

RULE 10. The Chairman may, at any time during debate or otherwise, declare a recess for not more than ten minutes, provided there is no objection.

RULE 11. Other than for the purpose of asking a question or when required to answer questions, no members shall speak more than twice on the same question and for no longer than three minutes, except by two-thirds consent of the Council, and then not until every other member desiring to speak shall have had an opportunity to do so.

RULE 12. No motion or proposition of a subject different from that under consideration shall be admitted under guise of amendment.

RULE 13. While the presiding officer is putting the question, no member shall leave his seat until the roll call is completed.

RULE 14. No member may speak until he has addressed the Chair by saying "Mr. (or Madame) Chairman", and has been recognized by the Chair. Each member shall confine himself to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. While a member is speaking, no member shall hold any private discourse.

RULE 15. No motion shall be put or debated in the Council or in a committee unless it be seconded. When a motion is seconded, it shall be stated by the presiding officer.

RULE 16. When two or more members request the floor at the same time, the presiding officer shall name the member who is to speak first.

RULE 17. All nominations for appointments shall lie over until the next meeting of the Council, except when emergency action mandates. Items that do not require Council action are placed on the agenda for information only and shall not be read at Council meetings.

Confirmation Questionnaires must be completed and returned to the Office of the Council Secretary by 4:00 o'clock p.m. on the fourth business day preceding a Parish Council Meeting. Failure to complete or return the questionnaire prior to the deadline shall automatically disqualify the nomination.

RULE 18. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the special rules for this Council.

RULE 19. These rules and regulations which have been adopted by this Council may be temporarily suspended except as herein provided by a vote of two-thirds of all Councilmen present. The rules may be repealed, altered, or amended by concurrence of

a majority of all Councilmen, but motion for this purpose must be in writing, and lie over for at least one week after introduction before final passage.

RULE 20. The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his integrity, character, or motives are assailed, questioned or impugned. The right of a member to address the Council on a question of personal privilege as herein defined, shall not be limited by Rule 11.

RULE 21. An ordinance may be introduced by any Council member or by the Parish President at any regular or special meeting of the Council called for that purpose. Upon introduction of any ordinance, the Council Secretary shall distribute at least one (1) copy to each of the Council members and to the Parish President. After the ordinance has been introduced and unless it is rejected at the same meeting by the affirmative vote of not less than two-thirds of the Council members, the Council shall cause the ordinance, or a summary thereof, to be published in the official parish journal at least once together with a notice of the date, time and place, when and where it will be given a public hearing and be considered for final passage.

RULE 22. Every member who shall be present when a question is stated from the Chair shall vote thereon, unless excused by the Council, or unless he asks to be recused because of a personal interest in the question, in which case he shall not vote. Any Councilman may suggest that another Councilman should recuse himself and the Council shall be the first judge as to whether a Councilman shall recuse himself.

RULE 23. Votes on all matters shall be taken electronically or by roll call and entered in the Official Minutes. When the Chairman has called for the taking of a vote, all debate on the question shall be deemed concluded and during the voting, no member shall be permitted to explain his vote.

RULE 24. The result of all votes shall be announced by the Chairman and no vote shall be changed after the Chair has announced the vote.

RULE 25. Any matter before the Council may be considered at any time, the Order of Business notwithstanding, provided at least five (5) of the Council vote in the affirmative.

RULE 26. When a question is under debate, the following motions shall be in order and shall have precedence over each other in order, as listed:

Privileged Motions:

- | | | |
|---------------------------------------|---|---|
| 1. Fix the time to which to adjourn | A | R |
| 2. Adjourn (without qualification) | | |
| 3. Recess (immediate, short) | A | |
| 4. Question of Privilege (noisy, hot) | | |
| 5. Call for the Orders of the Day | | |

Subsidiary Motions:

- | | | | |
|--|---|---|---|
| 6. Lay on the Table (temporary in an emergency) | | | |
| 7. Previous question (close debate) | | | R |
| 8. Limit or extend limits of debate | A | | R |
| 9. Postpone or Postpone to a Certain Time | D | A | R |
| 10. Commit or Refer | D | A | R |
| 11. Amend | D | A | R |
| 12. Postpone Indefinitely (to kill) | D | | R |
| 13. MAIN MOTION (May only be made when NO motion is pending) | D | A | R |

**D/Debatable; A/Amendable;
R/May be reconsidered**

RULE 27. The privileged motion to adjourn shall be in order when not qualified in any way, except when members are voting or when the previous question has been adopted.

RULE 28. A motion to lay on the table is not debatable and it takes to the table all its adhering motions. A motion to take from the table shall require an affirmative vote of at least five members of the Council. Except that when it is moved at the same meeting at which it was laid on the table, it shall require an affirmative vote of two-thirds (6 members) of the Council.

RULE 29. When consideration of a motion or other proposition is postponed indefinitely, it shall not be again taken up at the same meeting. A motion to postpone indefinitely shall not open the main question to debate.

RULE 30. There are only two degrees of amendment. The primary amendment shall be germane to the main motion, and the secondary shall be germane to the primary amendment. On an amendment to "Strike out and insert", the paragraph to be amended shall first be read as it stands, then the words proposed to be stricken out, then those to be inserted, and finally the paragraph as it will stand if so amended shall be read.

RULE 31. A vote may be reconsidered at any time during the same meeting. A vote can be reconsidered at any future meeting provided the ordinance has not become law.

RULE 32. The Council may authorize the appointment of special committees by an affirmative vote of at least five (5) of its members. At each Organizational Meeting of a new term and at the first regular meeting in January annually thereafter, the Chairman of the Council shall name a Councilman to act as Chairman of each committee and give instructions as to the committee's responsibilities and when it is to report. The Council may discharge the committee by an affirmative vote of at least five (5) of its members.

RULE 33. Any communication which is pertinent to a pending Ordinance shall be attached by the Secretary to that Ordinance and read before voting thereon.

RULE 34. The necessary copies of every proposed Ordinance or Resolution shall be furnished to the Secretary of the Council by 4:00 o'clock p.m. on the sixth business day before the date of a Council Meeting except that Committee Reports and/or Committee recommendations shall have a deadline of 12:00 o'clock noon on the fourth business day before the date of a Council Meeting.

RULE 35. Ordinances and Resolutions returned with the veto of the Parish President shall be considered to be on the floor. The Secretary shall enter the objections of the Parish President thereto at large upon the Official Minutes and the Council shall proceed to consider the question: "Shall the Ordinance pass, the objection of the Parish President notwithstanding?" The vote shall be taken electronically or by roll call vote and entered upon the Official Minutes. If two-thirds of the members vote to pass the Ordinance, the presiding officer shall certify the fact thereon over his signature.

RULE 36. No Councilman shall slander or personally criticize another Councilman during any regular, special or committee meeting of the Council. If any Councilman should slander or personally criticize another Councilman during a meeting, the Chairman shall IMMEDIATELY stop him and rule him out of order. If the offending Councilman continues to berate another Councilman, the Chairman shall ADJOURN the meeting and name the time and place where a new meeting shall be called.

RULE 37. All persons in attendance at any Council, Board, or Agency meetings shall be restricted to the Courthouse lobbies or the audience section of the Council Chambers, except for authorized Parish Council/Administrative personnel and authorized members of the press. Legislative and Executive personnel shall be responsible for enforcement.

RULE 38. In the case of any disturbance or disorderly conduct, the presiding officer of the Council shall have the power to require the Council Chamber to be cleared. A member when called to order by the Chair shall thereupon immediately comply with the ruling, subject only to the right of appeal.

RULE 39. The Council authorizes the Council Secretary and Council Staff to handle all incoming mail and e-mails to the Council Office as follows: All incoming mail and e-mails are opened and copied for public record. If the envelope is marked Personal or Confidential this mail will be forwarded to the Councilmember unopened. It will then become the responsibility of the Councilmember to make those documents readily available as public record upon request.

RIGHT TO DIRECT PARTICIPATION

COUNCIL GUIDELINES

No person shall be denied the right to observe and, within Council guidelines, to address the Council provided that the person has submitted a written request containing the nature of the subject to be discussed. All requests and pertinent information must be received by the Council Secretary at least one (1) week prior to the scheduled meeting. (Home Rule Charter, Article VII., Section I.)

Each person may speak once no longer than five (5) minutes except, with two-thirds consent of the Council, an additional three (3) minutes may be granted to either individuals or groups. Any representative of a group addressing the Council shall state the complete name of the group in the letter request. A letter signed by a simple majority of the members of the Board of Directors of the group, organization or association stating permission to address the Council; the date and time that meeting was held giving said permission and the subject to be addressed. A bonafide charter of the organization certified (ratified) by the State of Louisiana shall be filed with the Council Secretary. A current list of Executive Officers and/or Board Members shall be submitted to the Council Secretary annually or when changes occur.

PUBLIC HEARING PARTICIPATION

Persons wishing to speak in *favor of* or in *opposition* to ordinances and/or resolutions (including Planning and Zoning petitions) scheduled for public hearing shall be allowed three (3) minutes.

EXPENSE REGULATIONS
ST. CHARLES PARISH COUNCIL
PARISH OF ST. CHARLES

EXPENSE REGULATIONS

ST. CHARLES PARISH COUNCIL

PARISH OF ST. CHARLES

Carolyn K. Schexnaydre
Councilwoman At Large, Division A

Clayton Fauchaux, Jr.
Councilman At Large, Division B

Terrell D. Wilson
District I

Shelley M. Tastet
District II

Wendy Benedetto
District III

Paul J. Hogan, PE
District IV

Larry Cochran
District V

Traci A. Fletcher
District VI

Dennis Nuss
District VII

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National Association of Black County Officials

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Cellular Telephone

Computer

Pager

Radio

Fax Machines

Caller ID Monthly Charge

MAINTENANCE OF PROPERTY & EQUIPMENT

Radio Repairs

Fax Machines

Caller ID

Pager

Cellular Telephone

Computers

Other Equipment

OFFICE SUPPLIES

Council Supplies

TRAVEL

Mileage

Annual Allotment

Police Jury Association

NACo

COUNCIL EXPENSE REGULATIONS

In accordance with the provisions of Article III, Section A.2. of the Home Rule Charter, each member of the St. Charles Parish Council shall receive compensation for actual and necessary expenses incurred in the performance of his duties within limitations established by the Parish Council. The following regulations and guidelines referred to in Opinion No. L92-5-25 are hereby established and correspond to the limitations provided in enacted annual budgets.

ADVERTISING

ASSOCIATION DUES

Dues shall be paid directly to the Association or individual Councilmembers may be reimbursed for dues paid to an Association if funds have been allocated for this purpose in the annual enacted budget.

PRINTING

COUNCIL STATIONERY

A purchase requisition shall be submitted to purchase business letterhead and envelopes for individual Councilmembers. Stationery expenses shall not exceed the limit funded in the annual enacted budget.

POSTAGE

POSTAGE STAMPS

A purchase requisition shall be submitted to the Council Office for the purchase of stamps, the amount of which shall not exceed the individual annual allocation.

COMMUNICATION

CELLULAR TELEPHONE

A purchase requisition shall be submitted to the Council Office for the purchase of a cellular telephone. Expenses incurred for the purchase and maintenance of cellular telephone equipment shall be paid by the Department of Finance up to the limit allocated for each Councilmember in the annual enacted budget.

Members shall be required to reimburse the Parish for any and all personal expenses incurred on the cellular telephone.

In lieu of the Parish providing a cellular phone, each Councilmember may choose to use a personally owned cellular phone and receive a monthly flat rate reimbursement up to the limit allocated in the annual budget.

COMPUTER

A purchase requisition shall be submitted to the Council Office for the purchase of computer hardware and software. The amount of the purchase shall not exceed the budget allocation.

Members shall be required to reimburse the Parish for any and all personal expenses incurred on the computer.

PAGER

A purchase requisition shall be submitted to the Council Office for the purchase of a pager. Expenses incurred for the purchase and maintenance of pager equipment shall be paid by the Department of Finance up to the limit allocated for each Councilmember in the annual enacted budget.

RADIO

Portable or vehicle mounted radios may be assigned to each Councilmember for emergency use.

FAX MACHINES

Fax phone expenses incurred shall be paid by the Department of Finance to the monthly limit allocated for each Councilmember in the enacted annual budget. Councilmembers shall reimburse the Parish for all expenses incurred in excess of the monthly allocation.

A monthly telephone log for long distance fax calls for Parish business charges shall be submitted to the Department of Finance through the Council Staff.

CALLER ID MONTHLY CHARGE

Caller ID expenses incurred shall be paid by the Department of Finance up to the limit allocated for each Councilmember in the annual enacted budget.

MAINTENANCE
OF
PROPERTY & EQUIPMENT

RADIOS, FAX MACHINES, CALLER ID, PAGER, CELLULAR TELEPHONE, COMPUTERS, AND OTHER EQUIPMENT

A purchase requisition shall be submitted to the Council Office for maintenance or repair services needed for equipment.

Prior to incurring repair and maintenance expenses, a requisition must be secured.

OFFICE SUPPLIES

COUNCIL SUPPLIES

Purchase requisitions shall be submitted to the Council Office prior to incurring expenses for supplies.

Expenditures for general office supplies shall be limited to the amount appropriated to each Councilmember in the annual enacted budget.

Supplies may include but not be limited to daily planners, file folders, pens, tablets, calendars, telephone memo pads.

TRAVEL

SCOPE OF REGULATIONS

The following regulations cancel and supersede all previous travel regulations.
All travel expenditures and reimbursements will be governed by these regulations.

TRAVEL WITHIN ST. CHARLES PARISH

MILEAGE

Each Councilmember shall be annually allocated individual funding for *mileage* incurred in the performance of official duties within St. Charles Parish. These duties shall include but not be limited to attendance at Parish Council regular or special meetings, committee meetings, Parish sponsored events, inspections or visits to parish facilities or projects, attendance at civic association meetings, etc. A Mileage Expense Summary form shall be completed, signed and submitted to the Department of Finance through the Parish Council Staff Office for reimbursement of mileage expenses incurred. Monthly mileage reimbursement shall not exceed \$250.00 per month.

GENERAL TRAVEL REGULATIONS

TRAVEL OUTSIDE ST. CHARLES PARISH

The following travel regulations have been established by the St. Charles Parish Council. The regulations and allowances contained herein pertain to the travel of Council Members, the Council Secretary and other appointed Council Staff members on official Parish business outside St. Charles Parish, the expenses incurred thereon and the maximum claims for reimbursement that will be allowed.

Each Councilmember, while traveling on official Parish business, shall only represent the District or Division from which he was elected. Should a Councilmember wish to represent the entire Council, he may only do so after a vote of the entire Council approves such representation.

REPORTING

Prior to traveling on official business, a Councilmember shall submit a Preliminary Report to the Parish Council one week prior to departure outlining the event, sponsor of event, date of event, location of event, mode of travel, purpose of event, reasons for attending, and proposed expenses to be incurred.

Prior to final reimbursement for expenses incurred, a Final Report [handwritten] must be submitted to the Parish Council summarizing benefits to St. Charles Parish.

TRAVEL OUTSIDE ST. CHARLES PARISH

ANNUAL ALLOTMENT

Each Councilmember shall be provided an annual allotment for individual travel for Official Parish Business outside of St. Charles Parish. These funds shall be utilized on the written authorization of the individual Councilmember.

STATE AND NATIONAL CONVENTIONS

Travel to the State and National Conventions shall be included in the General travel budget of the Council within the guidelines of these general travel regulations.

REGULATIONS AND ALLOWANCES

I. EXCEPTIONS TO REGULATIONS

The Travel Regulations established by the Council shall govern reimbursement of travel expenses (transportation, meals, lodging, and miscellaneous expenses) with the following exceptions:

- A. Where allowances are fixed by law
- B. Where the best interest of the Parish call for exceptions; however, no change from the established regulations will be allowed without first securing prior approval from the Council.
- C. Unless exceptions to these regulations are requested and approved, the rates and procedures contained herein will be the only basis upon which reimbursement may be made.

II. TRANSPORTATION

- A. **Travel Routes** - The most direct and usually traveled route must be used by official Parish travelers. All mileage shall be computed on the basis of odometer readings or from point of origin to point of return on the basis of the current official State Highway Department Map.
- B. **Method of Transportation** - A common carrier (train, bus or airplane) should be used for out-of-state travel. As otherwise provided herein, air travel will be reimbursed only at coach or economy class rates. The difference between the air coach or economy class rates and first class air rates will be paid by the traveler, if travel was performed at first class rates. If space is not available in less than first class air accommodations in time to carry out the purpose of travel, the traveler will secure a certification from the airline indicating this fact. This certification will be attached to the expense statement. When privately-owned automobiles are used for out-of-state travel, the traveler shall be reimbursed travel cost (transportation, lodging, meals while enroute) not to exceed the cost of travel by coach/economy class air rates. Reimbursement shall be on the basis of the most direct route.

C. Personally-Owned Vehicles -

1. All accidents, major or minor, involving personally-owned vehicles being operated on official Parish business must be reported immediately in writing to the Parish Risk Management Officer together with names and addresses of available witnesses and principals.
2. When two or more persons travel in the same personally-owned vehicle, only one charge will be allowed for the use or expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.

III. REIMBURSEMENT FOR TRAVEL, SUBSISTENCE AND OTHER EXPENSES

A. Transportation - For the purpose of reimbursement, the following regulations are prescribed:

1. A mileage allowance shall be authorized for travelers using personally-owned vehicles while in the conduct of official Parish business. Mileage shall be reimbursable in the amount established by the Administration. Mileage will be computed as provided for in Section II-A. The traveler shall be required to pay all of his operating expenses of the vehicle such as, but not limited to, fuel, repairs, replacement of parts, and insurance.
2. Persons on official Parish business will be reimbursed for storage and parking fees, ferry fares, and road and bridge tolls.
3. Parish-owned credit cards will not be issued for use in the operation of privately-owned vehicles.
4. In no case will a traveler be allowed mileage or transportation when he is gratuitously transported by another person.
5. Rental automobiles are permitted for transportation when at a location away from the official domicile. Good judgement should be exercised and automobiles should be shared with fellow travelers when possible. Medium to small cars should normally be rented unless the group size cannot be reasonably accommodated. Receipts for car rentals must accompany expense statement.

B. Lodging and Meals -

For purposes of reimbursement, the following rates will apply:

1. **Meals Only (including tips):** Persons on official Parish business will be reimbursed on an actual expense basis on a daily amount not to exceed \$70.00.

Substantiation - Meal expenses shall be listed by **ACTUAL COST PER MEAL** on the Travel Expense Form. Meal receipts are not required.

2. **Lodging Only:** Reimbursements will be made for actual expenses for lodging, at the going rate, for a single occupancy room.

C. Other Expenses - The following expenses incidental to travel may be reimbursed:

1. Communication expense relative to official Parish business.
2. Registration fees at conference.
3. Charges for storage and handling of equipment.
4. Taxi and bus fares.
5. Tips (for baggage handling only).
6. Limousine services to and from terminals or stations.

D. Special Meals (Meals for others) -

The request for reimbursement must be accompanied by an invoice and a statement of justification which fully describes the purpose of the gathering and lists all persons attending by name and title. The request for reimbursement must show the approval of the Council. The statement will also indicate that the expense is in the best interest of the Parish. If any of the persons attending are on travel status, they are required to deduct from their subsistence reimbursement claim the value of the meal(s) furnished.

E. Restrictions Governing Claims for Reimbursement -

1. In case any travel is made by an indirect route for personal convenience, any extra cost shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by the most direct and usually traveled route.
2. Items included in any expense account which do not fully conform to these regulations will be disallowed for payment.
3. Routine meal reimbursement shall be limited to actual expenses incurred not to exceed the maximum meal allowance.

F. Receipts or Other Support -

Receipts or other substantiation are required for travel expenses, except for the following:

1. Taxicab, local bus or streetcar fares.
2. Telephone and telegraph under \$2./use.
3. Tips.

IV. GENERAL

- A. Funds for Travel Expense -** Persons traveling on official business will provide themselves with sufficient funds for all routine expenses. Advances of funds for travel shall be made only for meals and lodging. A travel advance shall be paid for each day of authorized travel and each day spent at the destination. Any excess advance funds should be punctually repaid when submitting the travel voucher covering the related travel.

Parish VISA Business Cards issued in a Councilmember's name may be used for convention and seminar travel expenses. VISA Business Card guidelines are detailed in the St. Charles Parish Council VISA Business Card Policy.

The expense claim covering the related travel shall be submitted not later than the 15th day following the completion of travel, and any advance made for the purpose of travel shall be repaid no later than the time the expense claim is submitted.

B. Claims -

All claims for reimbursement for travel shall be submitted on the Parish form, and shall include all details provided for on the form. The form must be signed by the person claiming reimbursement. The purpose for extra and unusual travel must be stated in the space provided on the front of the form. In all cases, the date of departure from and return to domicile must be shown.

The cost of air transportation may be paid through the VISA Business Card or may be invoiced directly to the Parish. The expense statement shall show all expenses in detail to the end that the total cost of the trip shall be reflected by the expense statement. A notation will be made on the expense statement depicting the date of travel, destination, amount, and the fact that the air fare has been paid by the Parish.

C. Lodging -

1. Whenever possible, travelers shall request and make use of special discount rates for lodging.
2. Request for reimbursement for lodging that reflect above average charges will be subject to subsequent review and justification.

D. Advisors and Consultants (Other than Legal Advisor) -

Reimbursement of expenses for travel to be performed by authorized persons who are called upon to contribute time and services as consultants or advisors shall require prior written approval from the Council. Complete explanation and justification must be shown on the travel expense form or attached thereto.

E. Fraudulent Claims -

Any person who submits a claim pursuant to the aforementioned regulations, and who willfully makes and subscribes any such claim which he does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be criminally and civilly liable within the provisions of State Law.

F. Cancellations -

Any person canceling prepaid registration and/or reservations for reasons other than illness validated by a doctor's excuse, death of a family member or unforeseen emergency as recognized by Council vote shall be required to reimburse the Parish for all expenses incurred.

The Council may waive any provision in these regulations when the best interest of the Parish will be served.