

## **Expense Accounts**

Transportation costs related to employment and other expenses related to attendance at approved meetings are allowable expense items chargeable to the parish. Non-routine expenses are subject to approval of the appropriate supervisor. The *rate of compensation* for use of personal automobiles will be the same as determined by the IRS. A valid driver's license and appropriate insurance are required. Expense vouchers are to be used in presenting claims and are to be approved by the immediate supervisor. Expense forms should be submitted within two (2) weeks of incurred expense. Receipts are essential for reimbursements.