



STATE OF LOUISIANA DEPARTMENT OF STATE



ELECTION EXPENSE MANUAL

**June, 2009
(AS REVISED)**

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In accordance with provisions of LAC 31:I.Chapter 7, the Department of State has adopted this Election Expense Manual to provide guidance to Clerks of Court, Registrars of Voters, and Parish Boards of Election Supervisors as to allowable election expenses and other related expenses that are allowable for reimbursement by law and by the department.

For any expense which requires the advance approval of the Secretary of State, all requests should be directed to the Commissioner of Elections in writing or by email for approval by the secretary or his designee. In the case of an emergency, a telephone approval may be sought and must be followed up in writing or by email.

While expenses for the Parish Boards of Election Supervisors are listed separately, these expenses may be reimbursed through the clerks of court on behalf of the parish boards.

CLERKS OF COURT

I. General Guidelines

The guidelines detailed in this section apply to all clerks of court for the conduct of elections and commissioner schools of instruction. LSA-R.S. 18:1400.3(E) provides for the reimbursement of election expenses by clerks of court for:

- (1) Actual expenses to publish notices required by law in the official parish journal and any other journal of the parish to insure maximum coverage;
- (2) Itemized expenses to conduct the general courses of instruction for commissioners and commissioners-in-charge;
- (3) Documented expenses incurred by a clerk of court to fulfill an election duty imposed by law, including postage and office supplies, rental space and instructional paraphernalia to conduct schools of instruction, personnel used for election duties when work is performed outside of the regular office hours of the clerk; and incidental expenses, which is any expense not specifically provided for in this manual, incurred in conducting the general courses of instruction limited to no more than \$100 per general school for commissioners/\$300 per calendar year, and \$100 per general school for commissioners-in-charge/\$300 per calendar year;
- (4) Expenses of extraordinary nature incurred by a clerk of court for an election which received prior approval of the secretary of state;
- (5) Expenses incurred to pay for law enforcement officers to escort the draymen in the hauling of voting machines for elections; and
- (6) Expenses incurred to pay for law enforcement offices to maintain order during tabulation and counting of votes at the office of the clerk of court.

Any election expense incurred by a clerk of court for a precinct in which his parish governing authority is not in compliance with R.S. 18:532 or 532.1 will be reimbursed to the

clerk and the total amount of expenses for that precinct will then be billed by the department to the parish governing authority.

Commissioner payment information is required by law, R.S. 18:425(E) to be submitted to the Secretary of State within seven (7) days of the election. The Clerk shall transmit the names, addresses, social security numbers, commissioner type and ward/precinct by entering the information into the ERIN system. The Secretary is required to pay the commissioners within thirty (30) days of receipt of the commissioner payment information from the Clerk.

II. Expense Categories

A. Public Notices

1. The department will reimburse a clerk of court for advertising public notices in the official parish journal that are required by law, and in other publications as authorized by law. The following is the present listing of all legally required public notices:

a. Election Emergency. Under R.S. 18:401.1, notice of any delay or suspension and rescheduling of an election, early voting or qualifying at least once in a newspaper of general circulation in the affected area if time permits, and broadcast as a public service announcement on radio and television stations where practicable;

b. Emergency Relocation of Polling Places. Under R.S. 18:401.2, notice of relocation of any polling place in the official journal of the parish or any other newspaper of general circulation in the precinct(s) affected. Heading shall read: NOTICE OF CHANGE OF POLLING PLACE. Any electronic media notice that is reasonable and is submitted for prior approval of the secretary of state is also reimbursable under this section for this purpose.

c. Commissioner Schools. Under R.S. 18:431, notice of a general course of instruction, at least semiannually and as otherwise authorized by the secretary of state.

d. Commissioner-in-Charge Schools. Under R.S. 18:433, notice must be given for the scheduled course of instruction for commissioners-in-charge to be conducted between August and November of each year. The public notice shall contain the qualifications for commissioners, an invitation to apply to the clerk to attend the course, and date, time and the location of the meeting of the parish board of election supervisors to select the commissioners-in-charge. Any other publication for this course of instruction by other reasonable means to encourage maximum attendance is a reimbursable expense.

e. Voidance of Election for Reopening of Qualifying. Under R.S. 18:469(D), notice must be given whenever the qualifying period is reopened pursuant to this Section and additional candidates qualify and cause the votes for the primary to be void. The notice shall include the dates for the rescheduled primary and general elections. If the election district includes all or part of more than one parish, each parish clerk shall publish the notice.

f. Qualifying dates. Notice of all qualifying dates published in accordance with the guidelines herein will be a reimbursable expense.

g. For any reasonable publication not legally required, a clerk of court may request prior written approval from the secretary of state or his designee before publication for reimbursement in accordance with these guidelines.

2. A listing of official parish journals may be found in Appendix A or may be viewed online at <http://www.sos.louisiana.gov/tabid/212/Default.aspx>. The official parish journals may be changed annually, so please check with the Secretary of State's office or on our web site to make sure you have the correct parish journal before publication. This Appendix A will be updated annually.

3. The department will reimburse a clerk of court for advertising public notices in other journals of the parish or political subdivision that are required by law if a clerk provides notice in writing to the department of the need for such advertisement to insure maximum coverage of the public notice, and prior approval is given by the secretary of state or his designee.

4. The department prescribes the following uniform size of all public notices: a quarter page, unless prior approval is given by the secretary of state or his designee for a larger size.

5. The department prescribes the following time limitation of all public notices: to run for two (2) days as determined by the clerk of court, unless prior approval is given by the secretary of state or his designee for additional time.

6. All requests for reimbursement shall include the following:

- ✓ Original paper or electronic invoice from publisher;
- ✓ Original paper or electronic tear sheet from publisher; and
- ✓ Written justification and department approval for other publications, if any.

7. The department will NOT reimburse the advertising of any public notice that includes any personal promotion of a clerk of court, including but not limited to a clerk of court's photo or promotional text.

B. General Courses of Instruction

1. The department will reimburse a clerk of court for conducting a general course of instruction for commissioners, at least semiannually. A general course may include several days of instruction at various times and days for maximum attendance. Should a clerk need to conduct additional general courses of instruction for commissioners, he shall give written notice to the secretary of state and the additional schools will be reimbursed in accordance with these guidelines.

2. The department will reimburse a clerk of court for conducting a general course of instruction for commissioners-in-charge, at least once between August and November each year. A general course may include several days of instruction at various times and days for maximum attendance. Should a clerk need to conduct additional general courses of instruction for commissioners-in-charge, he shall give written notice to the secretary of state and the additional schools will be reimbursed in accordance with these guidelines.

3. The department will reimburse for the rental space for any course of instruction if the clerk requests written prior approval of the secretary of state or his designee, showing that building space is not available in the parish free of charge. In addition, we will reimburse for any insurance which is required to use the rental space.

4. The department is required by law to provide instructional paraphernalia to conduct schools of instruction for commissioners and commissioners-in-charge to be approved by the Attorney General. The need for additional copies of any training document(s) provided by the department shall be requested from the department. If the department is unable to fill the request for additional copies, a clerk may copy or reprint any training document(s) and reimbursement will be provided upon the prior written approval of the department. If a supplemental instruction manual is prepared by a clerk for training purposes, such manual shall be submitted to the Department for review and approved by the Attorney General.

5. The department will reimburse for incidental expenses incurred in conducting the general courses of instruction, limited to a maximum of \$100 per general commissioner school/maximum of \$300 per calendar year, and limited to a maximum of \$100 per general commissioner-in-charge school/maximum of \$300 per calendar year. Incidental expenses include any expense not specifically provided for in this manual.

6. A clerk of court must utilize the department's contracted drayman in the parish for hauling of the voting machines for any school of instruction. In the event the drayman cannot make the delivery, the clerk of court must request prior written approval of the secretary of state to obtain the services elsewhere; however, the cost to be paid for the delivery may not exceed the contracted cost per machine for the drayman in that parish. The original invoice and the written approval, if any, must be submitted for payment.

7. All requests for reimbursement shall include the following:

- ✓ Itemized expense listing for conducting general schools for commissioners with receipts, if available;
- ✓ Itemized expense listing for conducting general schools for commissioners-in-charge with receipts, if available;
- ✓ Itemized expense listing for incidentals for commissioner schools with receipts, if available;
- ✓ Itemized expense listing for incidentals for commissioner-in-charge schools with receipts, if available;

- ✓ Invoice, if any, for instructional paraphernalia and written approval from the department;
- ✓ Rental space and insurance invoice, if any, and written approval from the department;
- ✓ Drayage services invoice, if contracted with a company other than state contracted drayman, and written approval from the department.

C. Postage Expense

1. Postage cost will be reimbursed based upon actual cost incurred for election related matters. A clerk of court must account for the postage cost by listing in detail what was mailed, how many items were mailed, the cost for each item, and the total cost.

2. Postage will be reimbursed for legally mandated correspondence, as follows:

a. Notice of pre-election course of instruction. Under R.S. 18:431(B)(1) and (5), notice must be given for a pre-election course of instruction for commissioners-in-charge, commissioners, and alternate commissioners who are selected to serve in the election, or notice may be given that no such course will be conducted. A pre-election course of instruction is required for all presidential and congressional general elections.

b. Notice of commissioner-in-charge course of instruction. Under R.S. 18:433(A)(3), notice must be given to any applicant for the course of instruction for commissioners-in-charge of the date, time and place of such course.

c. Any report to the parish board and/or secretary of state. Under R.S. 18:431(A)(3)(a), (B)(3) and 433(A)(5), notice must be given to the parish board of election supervisors and the secretary of state of the general course of instruction and notice must be given to provide the names and other information of each person issued a certificate.

d. Notice to candidates of the dates and time for examining the preparation, testing and sealing of voting machines under R.S. 18:1373.

e. Notice to candidates of the date, hour and place of the opening of the voting machines.

f. Instructional information to the commissioners for an election.

g. Distribution of ballot numbers as assigned by the secretary of state.

3. A clerk may request written prior approval from the secretary of state for reimbursement for postage for any other election matter that is not legally mandated.

4. All requests for reimbursement shall include the following:

- ✓ Itemized listing of postage use; and
- ✓ Written approval of the department, if any.

D. Office Supply Expense

1. The department will reimburse a clerk of court for reasonable office supply expenses as long as the supplies are purchased in accordance with the Small Purchase

Procedures of Executive Order No. BJ 2008-67. A copy of this order can be found in Appendix D.

2. The department will reimburse a clerk of court for legally mandated correspondence for election related matters, such as those listed above in Paragraph C, at the following maximum allowable cost:

- ✓ Stationary, \$20/500 sheets letterhead
- ✓ Envelopes, \$40/500 box
- ✓ Labels, \$50/3,000

Any costs over this maximum allowable expense or over a unit cost of \$1.00 for a piece of mail will require a written request and prior approval from the secretary of state, or his designee, prior to reimbursement.

3. The following is a listing of all reasonable office supplies that do not require advanced written approval of the department:

- Pens
- Pencils
- Copying cost at the Uniform Fee Schedule for copies of Public Records, LAC 4:I.301, or at a clerk of court's adopted fee schedule for copying cost, with the written prior approval of the clerk's fee schedule by the secretary of state or his designee. See Appendix E.

4. Any office supply not listed herein will only be reimbursed upon the prior written approval for the purchase by the secretary of state or his designee.

5. All requests for reimbursement shall include the following:

- ✓ Copy of purchase invoice; and
- ✓ Written approval of the department, if any.

E. Rentals and/or Leased Storage

1. Only rentals for commissioner schools as discussed above in Paragraph B.3 are reimbursable as an election expense.

2. Any other rental may only be reimbursable upon prior written approval of the secretary of state or his designee. Examples of other rentals include, but are not limited to, portable restrooms, heaters, tables and chairs, fans, transportation rentals, etc.

3. Storage facilities for election returns are NOT a reimbursable expense.

4. Some facilities may require insurance be procured during the period the facility is rented.

5. All requests for reimbursement shall include the following:

- ✓ Copy of purchase invoice; and
- ✓ Written approval of the department, if any.

F. Office Personnel Expense

1. Salary expenses for employees with a clerk of court's office, with the exception of the clerk of court, who work on election matters outside of the normal work hours of a clerk's office hours are reimbursable as an election expense.

a. All employees must be paid directly by the clerk of court. The payroll section within a clerk of court's office must follow all tax requirements. The department will reimburse a clerk of court for the employer's share of related benefits.

b. If the employee is a part-time employee, the department will reimburse the clerk of court for the employer's share of social security and medicare taxes.

c. All office personnel expenses shall be reimbursed at each employee's hourly rate of pay or at a clerk's election pay policy. A copy of a clerk's election pay policy shall be submitted to the department and resubmitted, if revised.

d. All full-time and part-time employees must complete the Election Time and Expense Report form (Appendix F) provided by the department. The original form must be sent to the department for payment. The forms must be typed or completed in ink and signed by the clerk of court or his designee. On this form, the employee must list the election work performed, the actual hours worked, total hours requested for reimbursement and hourly rate of pay from the clerk of court's office.

2. The department will NOT reimburse a clerk of court for employees who are on-call. All employees who will be reimbursed must be located at the clerk of court's office, warehouse, or traveling to precincts and actually working on the election.

3. The department will NOT reimburse a clerk of court for expenses paid to a registrar of voters or registrar of voters' employees who work in their office on Election Day.

4. The department will NOT reimburse a clerk of court for employees who have been submitted to be paid on the commissioner pay roll.

5. All requests for reimbursement for personnel expenses must include the following for each employee:

- ✓ Original Election Time and Expense Report

G. Other Personnel Expense

1. Deputy Parish Custodians are direct expenses which cost is distributed to the entities holding an election. Payment is set by R.S. 18:1354(C) at \$75.00 for each election at which

he serves. The payroll for the deputy parish custodian is done through ERIN by the Clerk of Courts' offices. The cost is distributed between the precincts in the polling place.

a. A person who has been convicted of a felony for which he has not been pardoned may not serve and the department will NOT reimburse such an expense.

b. A person who is a candidate or a member of a candidate's immediate family may not serve at any polling place where the candidate's name appears on the ballot, and the department will NOT reimburse such an expense.

2. Janitorial services may be direct expenses for polling places with the written prior approval of the secretary of state or his designee. The costs are distributed to the entities holding an election. Payment is set by the facility or the clerk of court. The payroll for the janitor is done through ERIN by the Clerk of Courts' offices. The cost is distributed between the precincts in the polling place.

H. Expenses of an extraordinary nature

1. Extraordinary expenses incurred by a clerk of court for an election which are not provided for in this manual and which have received prior written approval of the secretary of state or his designee are a reimbursable expense.

2. All requests for reimbursement of extraordinary expenses must include:

- ✓ Copy of invoice; and
- ✓ Copy of department's prior approval.

I. Security

1. Security for the trucking and delivery of the voting machines is a reimbursable expense.

2. Security to maintain order during tabulation and counting of votes at the office of the clerk of court is a reimbursable expense.

3. All law enforcement officers must be paid directly by the clerk of court. The payroll section within a clerk of court's office must follow all tax requirements.

4. Reimbursement shall NOT be made without prior written approval of the secretary of state or his designee, and reimbursement shall not exceed \$20 an hour, unless a higher fee is approved in advance by the secretary or his designee.

5. To request reimbursement for security expenses, a clerk must submit an original Election Time and Expense Report form for each security officer, completed and signed by

the officer and the clerk of court, or his designee. A copy of the prior written approval of the department must be included in the request for reimbursement.

6. No reimbursement will be made for law enforcement officers who are on-call. All law enforcement officers who will be reimbursed must be located at a clerk of court's office or warehouse and actually working on the election.

7. The department will NOT pay to reimburse the payment of law enforcement officers hired to direct traffic at a precinct on Election Day. The parish governing authority is responsible for such payment.

III. Miscellaneous Expenses

A. Purchase of Moveable Property

1. No moveable property shall be purchased for reimbursement as an election expense without the prior written approval of the Secretary of State or his designee. The written request shall be made on a requisition form provided by the department. The clerk of court must advise the department as to the purchasing guidelines to be utilized.

2. All moveable property approved for purchase and reimbursement will remain the property of the department and will be tagged by the department under the provisions established by Louisiana Property Assistance Agency. On an annual basis, a clerk of court will be responsible for performing an audit of all state tagged moveable property and reporting to the department's Purchasing Division.

3. The request for reimbursement must include the written approval by the secretary or his designee, requisition form, original paper or electronic invoice, purchase order, and the delivery receipt.

B. Professional Services

1. The department will NOT reimburse clerks of court for obtaining any professional services, such as an accounting or computer company to prepare the commissioner's payroll to the department following an election. Any need for professional services regarding an election matter may be made in writing to the secretary of state for consideration.

2. The department will NOT reimburse a clerk of court for any computer programming, configuration, set-up or like services for any election services, including but not limited to any web page setups for elections. Any need for such professional services may be made in writing to the secretary of state for consideration.

C. Employee Travel

1. Election travel expenses for all employees within a clerk of court's office in a personal vehicle, with the exception of the clerk of court, is a reimbursable election expense, which must be supported by the following:

- ✓ Justification letter of non-availability of office vehicle;
- ✓ beginning and ending odometer readings; and
- ✓ listing of the election travel destinations.

2. This information must be reported on the Election Time and Expense Report form for each employee, signed by the employee and the clerk of court.

3. The department will NOT reimburse meals on Election Day.

4. A clerk of court's employee will be reimbursed for mileage based upon the rate published in the State Travel Regulation PPM #49. The department will NOT reimburse mileage for the employee to travel from his home on Election Day to his office.

D. Identification Cards

1. The law requires that a clerk of court issue a certification to all commissioners who attend the course of instruction and achieve a satisfactory test score, which is valid for the unexpired portion of that issuing clerk's term. The certificate must instruct the commissioner to notify the clerk of any change in party affiliation and failure to do so will result in inability to serve as a commissioner.

2. The department will reimburse costs associated with the issuance of this certificate. Any additional costs, such as the printing of identification cards for commissioners or deputy custodians in lieu of a certificate, will require the prior written approval of the secretary of state or his designee.

E. Outside Vendor Printing and Copy Expenses

1. The cost of making copies by an outside vendor for election materials not supplied by the department may be reimbursed as an election expense with prior approval of the secretary of state or his designee. All special printing requests approved for reimbursement must be printed under the Small Purchase Procedures of Executive Order No. BJ 2008-67. A copy of this order can be found in Appendix D.

2. Prior to incurring printing or copy expenses, the following must be submitted to the department:

- ✓ Written request for expense;

- ✓ Requisition with estimated cost; and
- ✓ Sample of document to be copied/printed.

3. All copying fees shall be reimbursed at the Uniform Fee Schedule for copies of Public Records, LAC 4:301, on-line at http://doa.louisiana.gov/osr/lac/04v01/04v01-09.doc#_Toc167156645 , or at a clerk of court's adopted fee schedule for copying cost, with written prior approval of the clerk's fee schedule by the secretary of state or his designee. A copy of the Uniform Fee Schedule can be found in Appendix E.

4. To request reimbursement of printing/copying expenses, the following shall be submitted to the department:

- ✓ Written approval of department;
- ✓ Approved requisition;
- ✓ Purchasing order; and
- ✓ Invoice showing quantity, price and delivery of receipt.

5. The department provides the following preprinted forms for clerks of court:

- Election Time and Expense Report;
- Summary Report for Clerk of Court Reimbursement;
- Requisitions; and
- Various Election supply forms.

F. All Other Expenses

Reimbursement of any other election related expense not specifically provided for herein may be made only upon the advanced written approval of the secretary of state or his designee.

PARISH BOARD OF ELECTION SUPERVISORS

I. General Guidelines

The guidelines detailed in this section apply to all parish boards of election supervisors who are charged with the supervision of the preparation and conduct of all elections held in a parish. Payments for reimbursement of board expenses may be made to the clerk of court on behalf of a parish board.

LSA-R.S. 18:1400.4(D) provides for the reimbursement of election expenses by parish boards of election supervisors for:

- (1) Compensation of each member as provided in R.S. 18:423(E);
- (2) Expenses of an extraordinary nature incurred by the board for an election which have received prior approval of the secretary of state;
- (3) Expenses incurred by a board to pay for law enforcement officers used during the tabulation and counting of absentee by mail and early voting ballots; and
- (4) Any other expenses incurred by a board in the performance of its duties.

II. Expense Categories

A. Membership and Compensation

1. Organization. The board is composed of the following members in each parish:
 - o registrar of voters or designee;
 - o clerk of court or designee;
 - o chairman of the democratic parish executive committee or designee of the same committee;
 - o chairman of the republican parish executive committee or designee of the same committee; and
 - o governor appointee.

If no parish executive committee exists in a particular parish, a voter registered with the party may be appointed by the chairman of the state central committee of that political party to serve.

2. Officers

a. Every four (4) years, following the election of the Governor, each parish board of election supervisors shall meet no later than July of the new gubernatorial term and elect one of its members to serve as president of the board. Each parish board of election supervisors may also elect one of its members to serve as secretary of the board. A non-

member of the board may not serve as secretary and receive compensation from the department without the advanced written approval of the secretary of state or his designee.

b. A parish containing a municipality with a population of 450,000 or more may employ an executive administrator. All salary and office expenses of the office of an executive administrator shall only be reimbursed with the advanced written approval of the secretary of state or his designee, and in accordance with the provisions of this manual.

3. Compensation

a. Each member shall receive \$50 for each of the six (6) days actually spent in the performance of his duties preparing for and supervising each election, for a total of \$300 per election. For presidential or regularly scheduled congressional general elections, the board members may be compensated \$50 for a seventh (7th) day, if needed, to count provisional ballots. Any designee that serves shall receive the \$50 payment, and the member shall not be compensated for that day, but the compensation is counted against the member's maximum compensation. A member is prohibited by the Louisiana Ethics Code, R.S. 42:1112 and 1113, from serving and being compensated as an absentee commissioner, and therefore, the department will NOT pay compensation to any member who serves as an absentee commissioner. (Ethics Op. No. 2000-414)

b. Court Appearance Compensation. Each non-public official member shall receive \$50 for each day spent in court as a subpoenaed witness in litigation concerning the performance of his duties in connection with an election.

c. Reinspection of voting machines. Each member is entitled to receive \$50 for the performance of his duties during a reinspection of voting machines. The candidate requesting the reinspection shall be responsible for all reasonable costs associated with the reinspection. The board shall request payment from the candidate prior to the reinspection for all reasonable board expenses, including this allowable compensation. The department is NOT responsible for the payment of compensation to board members for the reinspection of voting machines. All reinspections are to be requested in writing by the candidate to the clerk of court and held at 10:00 a.m. on the 5th day after the election and at any time ordered by a court. A timely filed request shall be honored by the board. The member's \$50 payment for the reinspection shall not be counted toward his 6 day limitation. If the reinspection of the voting machines, recount of absentee by mail and early voting ballots and/or the inspection of absentee voting applications all occur on the 5th day following the election, the member shall only receive one \$50 payment for any of the three (3) events which shall not be counted toward his 6 day limitation.

d. Recount of absentee by mail and early voting ballots and inspection compensation. Each member is entitled to receive \$50 for the performance of his duties during a recount of absentee by mail and early voting ballots. The candidate requesting the recount shall be responsible for all reasonable costs associated with the recount. The board shall request payment from the candidate prior to the recount for all reasonable board expenses, including this allowable compensation. The department is NOT responsible for the payment of compensation to board members for the recount of absentee by mail and early voting ballots. All recounts are to be requested in writing by the candidate to the clerk of

court and held at 10:00 a.m. or following the reinspection of voting machines on the 5th day after the election and at any time ordered by a court. A timely filed request shall be honored if the number of absentee by mail and early voting ballots cast for all candidates for an office could make a difference in the outcome of the election for such office. If the recount of the absentee by mail and early voting ballots is held at the same time as the inspection of absentee voting applications and/or the reinspection of voting machines, the member shall only receive one \$50 payment for any of the three (3) events which shall not be counted toward his 6 day limitation.

e. Inspection of absentee voting applications. Each member is entitled to receive \$50 for the performance of his duties during an inspection of absentee voting applications. The candidate requesting the inspection shall be responsible for all reasonable costs associated with the inspection. The board shall request payment from the candidate prior to the inspection for all reasonable board expenses, including this allowable compensation. The department is NOT responsible for the payment of compensation to board members for the inspection of absentee voting applications. All inspections are to be requested in writing by the candidate to the clerk of court and held at 10:00 a.m. or following the recount of absentee by mail and early voting ballots on the 5th day after the election and at any time ordered by a court. A timely filed request shall be honored by the board. If the inspection is held at the same time as the recount of the absentee by mail and early voting ballots and/or the reinspection of the voting machines, the member shall only receive one \$50 payment for any of the three (3) events which shall not be counted toward his 6 day limitation.

4. Duties of a board member which qualify for payment under subparagraph (3)(a) above:

a. Drawing of commissioners and alternate commissioners. Under R.S. 18:434, the board shall meet at 10:00 a.m. on the 29th day before a primary or first party primary to select commissioners and alternate commissioners for each precinct.

b. Appointment of absentee by mail and early voting commissioners. Under R.S. 18:1314, the board shall meet at 10:00 a.m. on the 5th day before a primary or first party primary to select absentee commissioners necessary to count the absentee by mail and early voting ballots in the parish, if the board votes to utilize such commissioners in lieu of the performance of this duty by the board.

c. Counting and tabulation of provisional ballots for federal office, when the board does not assign absentee commissioners to do so.

d. Opening of the voting machines. At least one member is required to assist the clerk of court in the opening of the voting machines in accordance with law following a primary or general election.

e. Verification of votes upon opening of voting machines. The board is required to observe the verification of the votes by the clerk of court upon opening of the voting machines.

f. Tabulation and counting of absentee by mail and early voting ballots. The board is responsible for counting and tabulating all absentee by mail and early voting ballots or they may utilize absentee commissioners to perform these duties. If the board uses

absentee commissioners to count and tabulate absentee by mail and early voting ballots, no board member may include this duty as part of his six (6) days for compensation under subparagraph (3)(a) above. Additionally, the board may not appoint a board member as an absentee commissioner to count and tabulate absentee by mail and early voting ballots under the Ethics Code, and therefore, the department will not pay a board member to serve as an absentee commissioner.

g. Sealing of early voting machines may also be a duty of the board entitled to payment under subparagraph (3)(a) above.

5. Compensation will NOT be paid by the department to a board member in the following instances:

a. When a designee served in the place of the board member who is the governor's appointee;

b. For service as an absentee commissioner; and

c. For duties required to be paid by a candidate as discussed in subparagraphs (3)(c), (d), and (e).

6. All requests for payment of a member's compensation for each election must include:

- ✓ Election Time and Expense Report (Appendix E); and
- ✓ Copy of department's prior approval, if required.

III. Miscellaneous and Extraordinary Expenses

A. Special Meeting Expenses

1. Under R.S. 18:433(B), the board shall meet at 10:00 am on the first Friday in December in each year to select a commissioner-in-charge to serve at each precinct in the parish, in accordance with law. This meeting is reimbursable by the department as a special meeting.

2. No other meeting shall be reimbursable as a special meeting without the advanced written approval of the secretary of state or his designee.

3. All requests for payment to a member for a special meeting must include:

- ✓ Election Time and Expense Report; and
- ✓ Copy of department's prior approval, if required.

B. Postage Expenses

1. Postage cost will be reimbursed based upon actual cost incurred for election related matters. A clerk of court must account for the postage cost of the parish board by listing in detail what was mailed, how many items were mailed, the cost for each item, and the total cost.

2. Postage will be reimbursed for legally mandated correspondence, as follows:
 - a. Commissioner-in-charge information. Under R.S. 18:431(B)(4), notice to each commissioner-in-charge listing the names, addresses, and party affiliations of all persons registered to vote in the ward who have received certificates of instruction for the general courses.
 - b. Notice of hearings. Under R.S. 18:433(E) and 434(E) and (F), any notices mailed for removal or disqualification hearings.
 - c. Commissioner Notification. Under R.S. 18:434(C)(1), a commission must be issued to each person selected as a commissioner and a notice of the time, date and place of the pre-election course of instruction.
 - d. Alternate Commissioner Notification. Under R.S. 18:434(C)(2), a commission must be issued to each person selected as an alternate commissioner and a notice of the time, date and place of the pre-election course of instruction and that an alternate who is not selected to replace an absent or unqualified commissioner may serve as a watcher.
 - e. Watcher Notification. Under R.S. 18:435(C), a commission must be issued to each qualified watcher and alternate watcher named on a timely filed list.
3. A board may request written prior approval from the secretary of state for reimbursement for postage for any other election matter that is not legally mandated.
4. All requests for reimbursement shall include the following:
 - ✓ Itemized listing of postage use; and
 - ✓ Written approval of the department, if any.

C. Public Notice Expenses

1. The department will reimburse a board for advertising public notices in the official parish journal that are required by law, and in other publications as authorized by law. The following is a present listing of all legally required public notices:
 - a. Commissioner and Alternate Commissioner Selection. Under R.S. 18:434(A)(2), notice must be published in the official journal of the parish of the date, time and location of the meeting of the parish board of election supervisors to select commissioners and alternate commissioners before a primary or first primary election.
 - b. Location of precincts and polling places. The board's publication of the location of polling places in the parish at least once before each primary election in accordance with R.S. 18:535(B) is a reimbursable election expense.
 - c. Any other reasonable public notice may be reimbursed if the board provides notice in writing to the department of the need for such advertisement and prior approval is given by the secretary of state or his designee.
2. A listing of official parish journals may be found in Appendix A or may be viewed online at <http://www.sos.louisiana.gov/tabid/212/Default.aspx>. The official parish journals may

be changed annually, so please check with the Secretary of State's office or on our web site to make sure you have the correct parish journal before publication. This Appendix A will be updated annually.

3. The department will reimburse a board for advertising public notices in other journals of the parish or political subdivision that are required by law if the board provides notice in writing to the department of the need for such advertisement to insure maximum coverage of the public notice, and prior approval is given by the secretary of state or his designee.

4. The department prescribes the following uniform size of all public notices: a quarter page, unless prior approval is given by the secretary of state or his designee for a larger size.

5. The department prescribes the following time limitation of all public notices: to run for two (2) days as determined by the board, unless prior approval is given by the secretary of state or his designee for additional time.

6. All requests for reimbursement shall include the following:

- ✓ Original paper or electronic invoice from publisher;
- ✓ Original paper or electronic tear sheet from publisher; and
- ✓ Written justification and department approval for other publications, if any.

7. The department will NOT reimburse the advertising of any public notice that includes any personal promotion of a board member, including but not limited to a member's photo or promotional text.

D. Employee Expenses

1. A parish with a population of 450,000 or more may employ an executive administrator. All requests for employment and salary expenses of an executive administrator and/or any other temporary employee(s) of the office shall be made to the secretary of state in writing, and shall be by the majority vote of the parish board. Payment by the department requires the advanced written approval of the secretary of state or his designee.

2. Reimbursement of expenses for an executive administrator shall be made in accordance with this manual, under the guidelines of either the parish board of election supervisors and/or the clerk of court.

3. Reimbursement of expenses for a non-member of the board to serve as secretary to the board shall require the advanced written approval of the secretary of state or his designee, and shall have been submitted by a majority vote of the board.

4. Office Supply Expense

a. The department will reimburse a board for reasonable office supply expenses as long as the supplies are purchased in accordance with the Small Purchase Procedures of Executive Order No. BJ 2008-67. A copy of this order can be found in Appendix D.

b. The department will reimburse a board for legally mandated correspondence for election related matters, such as those listed above in Paragraph C, at the following maximum allowable cost:

- ✓ Stationary, \$20/500 sheets letterhead
- ✓ Envelopes, \$40/500 box
- ✓ Labels, \$50/3,000

Any costs over this maximum allowable expense or over a unit cost of \$1.00 for a piece of mail will require a written request and prior approval from the secretary of state, or his designee, prior to reimbursement.

5. The following is a listing of all reasonable office supplies that do not require advanced written approval of the department:

- Pens
- Pencils
- Numbered balls or similar materials used to select commissioners-in-charge, commissioners, and alternate commissioners.
- Copying cost at the Uniform Fee Schedule for copies of Public Records, LAC 4:301, or at a clerk of court's adopted fee schedule for copying cost, with the written prior approval of the clerk's fee schedule by the secretary of state or his designee.

6. Any office supply not listed herein will only be reimbursed upon the prior written approval for the purchase by the secretary of state or his designee.

7. All requests for reimbursement shall include the following:

- ✓ Copy of purchase invoice; and
- ✓ Written approval of the department, if any.

E. Security

1. Security for the absentee ballot counting on election night may be a reimbursable expense.

2. All law enforcement officers must be paid directly by the parish board or the clerk of court. The payroll section must follow all tax requirements.

3. Reimbursement shall NOT be made without prior written approval of the secretary of state or his designee, and reimbursement shall not exceed \$20 an hour, unless a higher fee is approved in advance by the secretary or his designee.

4. To request reimbursement for security expenses, a parish board or clerk must submit an original Election Time and Expense Report form for each security officer, completed and signed by the officer and a member of the parish board, or their designee, or the clerk of court, or his designee. A copy of the prior written approval of the department must be included in the request for reimbursement.

5. No reimbursement will be made for law enforcement officers who are on-call. All law enforcement officers who will be reimbursed must be located at the absentee counting and actually working on the election.

F. Miscellaneous and Extraordinary Expenses

If the parish board of election supervisors has an expense that is not covered herein, the board may submit a written request to the secretary of state in advance of incurring said expense, for approval by the secretary or his designee for reimbursement.

REGISTRARS OF VOTERS

I. General Guidelines

The guidelines detailed in this section apply to all registrars of voters for the conduct of elections. LSA-R.S. 18:1400.3(D) provides for the reimbursement of election expenses by registrars for:

(1) Expenses to pay for one or more temporary part-time clerical employees to perform election duties and responsibilities associated with his office, to be paid an hourly rate established by the registrar not to exceed that of the minimum pay rate associated with pay level 607 in the Administrative Schedule of the LA Department of Civil Service;

(2) Expenses incurred to pay a permanent employee below the level of chief deputy and confidential assistant to perform election duties and responsibilities associated with his office during other than normal hours of operation of his office;

(3) Expenses of an extraordinary nature incurred by a registrar of voters for an election which have received prior approval of the secretary of state; and

(4) Expenses incurred to pay for law enforcement offices to maintain order during early voting.

Any election expense incurred by a registrar of voters for a precinct in which his parish governing authority is not in compliance with R.S. 18:532 or 532.1 will be reimbursed to the registrar and the total amount of expenses for the precinct will then be billed by the department to the parish governing authority.

II. Expense Categories

A. Election Personnel Expenses

1. Upon the written approval of the secretary of state or his designee, the department will pay through the ISIS/HR system for approved temporary part-time clerical employees for a registrar of voters' office to perform election duties. The department's form letter is required to be completed by the registrar and submitted to the director of registration for processing. The Part-Time Employee Request form letter can be found in Appendix C.

- ✓ Requests are reviewed for approval by the commissioner of elections and the secretary of state, or his designee.
- ✓ Approvals are to be in conformance with Civil Service authority.

2. Upon the written approval of the secretary of state and the parish governing authority, the department will reimburse according to R.S. 18:1400.3(D)(2). Otherwise, permanent employees below the level of chief deputy and confidential assistant who perform

election duties and responsibilities associated with their office during other than normal hours of operation of the office will earn compensatory time according to the Fair Labor Standards Act.

3. Payment to registrars and their employees for Saturdays of early voting will be handled by the department in accordance with law.

B. Early Voting Commissioners

1. All requests for early voting commissioners shall be submitted to the secretary of state for prior approval on Request for Commissioners for Early Voting form (Appendix C). To be reimbursed for early voting at the registrar of voters' office, commissioners must complete the Election Time and Expenses Report form (Appendix F).

2. If a part-time employee of the Registrar is chosen to work as an early voting commissioner, a copy of the employees' time sheet for that time period must also be submitted to the secretary of state. Part-time employees may not be paid as part-time employees during the time period that they are employed as early voting commissioners.

C. Purchase of Moveable Property

1. No moveable property shall be purchased for reimbursement as an election expense without the prior written approval of the Secretary of State or his designee. The written request shall be made on a requisition form provided by the department.

2. All moveable property approved for purchase and reimbursement will remain the property of the department and will be tagged by the department under the provisions established by Louisiana Property Assistance Agency. On an annual basis, a registrar will be responsible for performing an audit of all state tagged moveable property and reporting to the department's Purchasing Division or its designee.

D. Employee Travel

1. Election travel expenses for a registrar and all employees within a registrar's office in a personal vehicle is a reimbursable election expense in accordance with Louisiana's travel regulations, PPM #49 Travel Policy, which may be reviewed on line at <http://www.doa.la.gov/osp/travel/traveloffice.htm>

2. The department will NOT reimburse meals on Election Day.

3. The department will NOT reimburse mileage for the employee to travel from his home on Election Day to his office.

E. Postage Expenses

Postage cost for absentee by mail ballots will be reimbursed based on actual cost incurred. A registrar must account for the postage cost by listing in detail what was mailed, how many items were mailed, the cost of each item, and the total cost.

F. Extraordinary Expenses

1. Advertising expenses

a. The department will pay for the advertising of public notices in the official parish journal by the registrar of voters which are required by law, and in other publications as authorized by law. Where advertisement can be accomplished through a press release at no cost to the registrar, then paid advertisement is not required. The following is a present listing of all legally required public notices:

- i. Inactive list of voters published 90 days prior to a federal primary election, except for the presidential preference primary;
- ii. Early voting dates, location(s) and hours of operation; and
- iii. Any other legal advertisement required by state law.

b. A listing of official parish journals may be found in Appendix A or may be viewed online at <http://www.sos.louisiana.gov/tabid/212/Default.aspx>. The official parish journals may be changed annually, so please check with the Secretary of State's office or on our web site to make sure you have the correct parish journal before publication. This Appendix A will be updated annually.

c. The department will pay for the advertising of public notices in other journals of the parish or political subdivisions that are required by law if a registrar provides notice in writing to the department of the need for such advertisement to insure maximum coverage of the public notice and receives prior approval of the secretary of state or his designee.

d. The department prescribes the following uniform size of all public notices: a quarter page, unless prior approval is given by the secretary of state or his designee for a larger size, except for the publication of the inactive list of voters.

e. The department prescribes the following time limitation for all public notices: to run for two (2) days as determined by the registrar, unless prior approval is given by the secretary of state or his designee for additional time.

f. All requests for reimbursement shall include the following and said payment shall be made directly to the vendor

:

- ✓ Original paper or electronic invoice from publisher;
- ✓ Original paper or electronic tear sheet from publisher; and
- ✓ Written justification and department approval for other publications, if any.

g. The department will NOT reimburse the advertising of any public notice that includes any personal promotion of a registrar, including but not limited to a registrar's photo or promotional text.

2. Other expenses

If a registrar of voters has an expense that is not covered herein, the registrar may submit a requisition in accordance with the Department's policy, or submit a written request to the secretary of state in advance of incurring said expense, such as travel expense, and may seek payment or reimbursement upon the prior approval of the secretary or his designee. A requisition form and travel reimbursement form can be found in Appendix B.

G. Security Expense

1. Expenses for law enforcement officers are reimbursable for use during early voting in person and for tabulating and counting of absentee votes in the registrars of voters' office on election day, upon the written prior approval of the secretary of state or his designee.

2. All law enforcement officers will be paid directly by the department either to the officer or to the officer's employer, if the employer directly pays the officer for this expense. The payroll section within the department's office will follow all tax requirements.

3. All law enforcement officers must complete the Election Time and Expense Report form (Appendix E). The original form must be sent to the department for payment. The forms must be typed or completed in ink and signed by the registrar of voters or his designee. On this form, the law enforcement officer must show the work performed, the actual hours worked, and total hours requested for reimbursement, must list the employer's name and address if paid directly by the employer.

4. The department will NOT reimburse law enforcement officers who are on-call. All law enforcement officers who will be reimbursed must be located at the registrar of voters' office and working on the election.

5. Reimbursement shall NOT be made without prior written approval of the secretary of state or his designee, and reimbursement shall not exceed \$20 an hour, unless a higher fee is approved in advance by the secretary or his designee.

6. To request reimbursement, submit the following:

- ✓ Original Election Time and Expense Report form; and
- ✓ Prior written approval of the department, if any.

7. The department will NOT pay to reimburse the payment of law enforcement officers hired to direct traffic during early voting. The parish governing authority is responsible for such payment.

OFFICIAL PARISH JOURNALS

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Prepared by: Department of State,
Publications Division
Contact: Kittye DeLaune
(225) 922-0309

ALL EXPIRE 6/30/2010
*** Except Orleans Parish**

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sos.louisiana.gov/pubs/pubs-opj.htm

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Email: raynenews@cox-internet.com

ALLEN

The Kinder Courier
P. O. Drawer AK
Kinder, LA 70648
(337) 738-5642 Fax (337) 738-5630
Email: kindernews@centurytel.net

ASCENSION

Gonzales Weekly Citizen
231 West Cornerview Street
Gonzales, LA 70737
(225) 644-6397 Fax (225) 644-2069
Email: graphics2@weekllycitizen.com

ASSUMPTION

Bayou Journal
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Pierre Part, LA 70339
(985) 252-0501
Email: bayoujournallegals@teche.net

AVOUELLES

The Weekly News
P. O. Box 36
Marksville, LA 71351
(318) 253-5413 Fax (318) 253-7223
Email: marksvillenews@cricket.net

BEAUREGARD

Beauregard Daily News
P. O. Box 698
DeRidder, LA 70634
(337) 462-0616 Fax (337) 463-5347
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BIENVILLE

Bienville Democrat-Ringgold Record
P. O. Box 29
Arcadia, LA 71001
(318) 263-2922 Fax (318) 263-8897
Email: _____ N/A _____

BOSSIER

Bossier Press-Tribune
4250 Viking Dr.
Bossier City, LA 71111
(318) 747-7900 Fax (318) 747-5298
Email: legals@bossierpress.com

CADDO

The Caddo Citizen
203 S. Spruce Street
Vivian, LA 71082
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Email: caddocitizen@centurytel.net

CALCASIEU

Lake Charles American Press
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Lake Charles, LA 70602
(337) 494-4000 Fax (337) 494-4070
Email: kdobbins@americanpress.com

CALDWELL

Caldwell Watchman
P. O. Box 911
Columbia, LA 71418
(318) 649-7136 Fax (318) 649-7776
Email: caldwellwatchman@bellsouth.net

CAMERON

Cameron Pilot
P. O. Box 995
DeQuincy, LA 70633
(337)-786-8004 Fax (337) 786-8131
Email: dequincynews@centurytel.net

CATAHOULA

Catahoula News Booster
P. O. Box 188
Jonesville, LA 71343
(318) 339-7242 Fax (318) 339-7243
Email: catahoulalegals@bellsouth.net

CLAIBORNE

Guardian Journal
P. O. Box 119
Homer, LA 71040
(318) 927-3541 Fax (318) 927-3542
Email: guardianjournal@bellsouth.net

CONCORDIA

Concordia Sentinel
P. O. Box 312
Ferriday, LA 71334
(318) 757-3646 Fax (318) 757-3647
Email: legals@concordiasentinel.com

DeSOTO

The Enterprise & Interstate Progress
P. O. Box 840
Mansfield, LA 71052
(318) 872-4120 Fax (318) 872-6038
Email: enterprise@wnonline.net

EAST BATON ROUGE

The Advocate
7290 Bluebonnet Blvd.
Baton Rouge, LA 70810
(225) 388-0128 Fax (225) 388-0164
Email: legal.ads@theadvocate.com

EAST CARROLL

Banner-Democrat
313 Lake St.
Lake Providence, LA 71254
(318) 559-2750 Fax (318) 559-2750
Email: bannerdemocrat@bellsouth.net

EAST FELICIANA

The Watchman
P. O. Box 368
Clinton, LA 70722
(225) 683-5195 Fax (225) 683-4276
Email: watchmanthe@bellsouth.net

EVANGELINE

Ville Platte Gazette
P. O. Box 220
Ville Platte, LA 70586
(337) 363-3939 Fax (337) 363-2841
Email: ads2.vp@centurytel.net

FRANKLIN

The Franklin Sun
514 Prairie Street
Winnsboro, LA 71295
(318) 435-4521 Fax (318) 435-9220
Email: www.franklinsun.com

GRANT

The Chronicle
305 Main St.
Colfax, LA 71417
(318) 627-3737 Fax (318) 627-3019
Email: mwchronicle@aol.com

IBERIA

Daily Iberian
P. O. Box 9290
New Iberia, LA 70562-9290
(337) 365-6773 Fax (337) 367-9640
Email: iberianads@aol.com

IBERVILLE

Post South
P.O. Box 589
Plaquemine, LA 70764
(225) 687-3288 Fax (225) 687-1814
Email: psgraphics@postsouth.com

JACKSON

Jackson Independent
P. O. Box 520
Jonesboro, LA 71251-0520
(318) 259-2551 Fax (318) 259-8537
Email: accounting@thejacksonindependent.com

JEFFERSON

The Times-Picayune
3800 Howard Ave.
New Orleans, LA 70125-1429
(504) 826-3176 Fax (504) 826-3636
Email: legalads@timespicayune.com

JEFFERSON DAVIS

Jennings Daily News
P. O. Box 910
Jennings, LA 70546
(337) 824-3011 Fax (337) 824-3019
Email: jdnbusiness@bellsouth.net

LAFAYETTE

The Daily Advertiser
P. O. Box 3268
Lafayette, LA 70502
(337) 289-6373 Fax (337) 289-6443
Email: legals@theadvertiser.com

LAFOURCHE

Daily Comet
P. O. Box 5238
Thibodaux, LA 70301
(985) 447-4055 Fax (985) 850-1171
Email: legal@dailycomet.com

LaSALLE

The Jena Times/Olla-Tullos Signal
P. O. Box 3050
Jena, LA 71342
(318) 992-4121 Fax (318) 992-2287
Email: editor@thejenatimes.net

LINCOLN

The Ruston Daily Leader
212 West Park Avenue
Ruston, LA 71270
(318) 255-4353 Fax (318) 255-4006
Email: class@rustonleader.com

LIVINGSTON

Livingston Parish News
P. O. Box 1529
Denham Springs, LA 70727-1529
(225) 665-5176 Fax (225) 667-0167
publicnotices@livingstonparishnews.com

MADISON

Madison Journal
300 S. Chestnut St.
Tallulah, LA 71282
(318) 574-1404 Fax (318) 574-4219
Email: bolen@madisonjournal.com

MOREHOUSE

Bastrop Daily Enterprise
119 E. Hickory Ave
Bastrop, LA 71220
(318) 281-4421 Fax (318) 283-1669
Email: tturner@bastropenterprise.com

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P. O. Box 448
Natchitoches, LA 71458
(318) 352-3618 Fax (318) 352-7842
advertising@natchitochestimes.com

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The Times-Picayune
3800 Howard Ave.
New Orleans, LA 70125
(504) 826-3279 Fax (504) 826-3490
Email: legalads@timespicayune.com

OUACHITA

Ouachita Citizen
1400 N. 7th St.
West Monroe, LA 71291
(318) 322-3161 Fax (318) 325-2285
Email: ouachita_citizen@yahoo.com

PLAQUEMINES

The Plaquemines Gazette
7962 Hwy. 23
Belle Chasse, LA 70037
(504) 392-1619 Fax (504) 393-9327
news@plaqueminesgazette.com

POINTE COUPEE

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(225) 638-7155 Fax (225) 638-8442
Email: pcbanner@bellsouth.net

RAPIDES

Alexandria Daily Town Talk
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Alexandria, LA 71301
(318) 487-6328 Fax (318) 487-2987
Email: laught@thetowntalk.com

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P. O. Box 1365
Coushatta, LA 71019
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Email: advertising@coushattacitizen.com

RICHLAND

Richland Beacon News
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Email: driser@bellsouth.net

SABINE

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Email: obits@sabineindex.net

ST. BERNARD

St. Bernard Voice
P. O. Box 88
Arabi, LA 70032-0088
(504) 279-7488 Fax (504) 277-2231
publicnotices@thestbernardvoice.com

ST. CHARLES

St. Charles Herald-Guide
P. O. Box 1199
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(985) 758-2797 Fax (985) 758-7000
Email: torrent@lasmag.com

ST. HELENA

St. Helena Echo
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Email: echonews@bellsouth.net

ST. JAMES

The Enterprise
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Vacherie, LA 70090
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ST. JOHN

L'Observateur
116 Newspaper Rd.
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Email: lobads@bellsouth.net

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Opelousas, LA 70502
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Email: legals@dailyworld.com

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Covington, LA 70433
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Email: stfnews@bellsouth.net

TANGIPAHOA

Amite Tangi Digest
P. O. Box 698
Amite, LA 70422
(985) 748-7156
Email: atdnews@bellsouth.net

TENSAS

Tensas Gazette
P. O. Box 25
St. Joseph, LA 71366
(318) 766-3258 Fax (318) 766-4273
Email: cdlemke@bellsouth.net

TERREBONNE

The Courier
P. O. Box 2717
Houma, LA 70361
(985) 857-2290 Fax (985) 857-2229
Email: legals@houmatoday.com

UNION

The Gazette
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Farmerville, LA 71241
(318) 2368-9732 Fax (318) 368-7331
Email: fgazette@bellsouth.net

VERMILION

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Email: tmilliman@hotmail.com

VERNON

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Leesville, LA 71496
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Springhill Press and News Journal
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Email: nattimes@wnonline.com

WEST BATON ROUGE

West Side Journal
P. O. Box 260
Port Allen, LA 70767-0260
(225) 343-2540 Fax (225) 344-0923
suzanne@thewestsidejournal.com

WEST CARROLL

West Carroll Gazette
P. O. Box 1007
Oak Grove, LA 71263
(318) 428-3207 Fax (318) 428-2747
Email: jessicaltownsend@bellsouth.net

WEST FELICIANA

St. Francisville Democrat
P. O. Box 1876
St. Francisville, LA 70775
(225) 635-3366 Fax (225) 635-3398
Email: sfdemocrat@bellsouth.net

WINN

Winn Parish Enterprise
P. O. Box 750
Winnfield, LA 71483
(318) 628-2712 Fax (318) 628-6196
advertising@winnparishenterprise.com

Appendix B

2009-10 Travel Guide – Pocketsize

Travel Expense Account

Intra-Office Requisition

PARKING:

Airport Parking Contracts:

Baton Rouge Airport: the state's current contract rate is \$3.50 per day (no receipt required). for parking in the indoor parking garage as well as the outside fenced parking lot at the airport. Documentation required to receive the contract price is either a **parking coupon**, **state ID** or **travel itinerary**, issued by the state contracted travel agency designating the employee is on "official state business". At the agency discretion an employee may be paid actual expenses up to \$5.00 per day with receipt.

New Orleans Airport – Park' N Fly: The state's contract rate is \$6.00 per day, \$36.00 weekly at Park' N Fly (no receipt required). Park' N Fly requires agency issued photo ID, business card, state issued corporate card or flight itinerary. At the agency discretion an employee may be paid actual expenses up to \$8.00 per day with a receipt.

For areas other than the above contracts:

Up to \$5.00 can be reimbursed without a receipt. Anything over this amount must have a receipt.

REIMBURSEMENT FOR OTHER EXPENSES

TELEPHONE:

Official State Business:

For charges over \$3.00, you must have a receipt. All communication expenses shall be relative to official state business and should be so indicated on the travel expense voucher.

Internet Access charges for official state business from hotels or other travel locations are treated the same as business telephone charges. (Receipts Required)

Personal Calls:

Domestic Overnight Travel: up to \$3.00 in personal calls upon arrival at each destination and up to \$3.00 for personal calls every second night after the first night if the travel extends several days.

International Travel: up to \$10 in personal calls upon arrival at each destination and up to \$10 for personal calls every second night after the first night if the travel extends several days.

BAGGAGE TIPS:

Hotel Allowances – Not to exceed \$3 tip per hotel check-in and \$3 tip per hotel checkout, if applicable.

Airport Allowances – Not to exceed \$3 tip for airport outbound departure trip and \$3 tip for inbound departure trip.

LUGGAGE ALLOWANCE: (Receipt Required)

A Department Head or his designee may approve reimbursement to a traveler for airline charges for first checked bag for a business trip of 5 days or less and for a second bag for a 6 – 10 day business trip and/or any additional baggage which is business related and required by the department. The traveler must present a receipt to substantiate these charges.

Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for business.
- The excess baggage consists of organization records or property.

INTERNATIONAL TRAVEL

International travel must be approved by the Commissioner of Administration, or the entity head or his designee for Higher Education

entities prior to departure, unless specific authority for approval has been delegated to a department head. Request for approval must be accompanied by a detailed account of expected expenditures (such as room rate/date, meals, local transportation, etc.) and an assessment of the adequacy of this source to meet such expenditures without curtailing subsequent travel plans.

International travelers will be reimbursed the **Tier IV** area rates for meals and lodging, unless U.S. State Department rates are requested and approved by the Commissioner of Administration prior to departure. Itemized Receipts are required for meals and lodging claimed at the U.S. State Department rates.

WAIVERS

The Commissioner of Administration may waive in writing any provision in PPM 49 when the best interest of the state will be served.

PLEASE REVIEW PPM 49 THOROUGHLY BEFORE MAKING YOUR TRAVEL ARRANGEMENTS TO ENSURE COMPLIANCE AND FOR PROPER REIMBURSEMENTS.

TRAVEL TIPS:

1. Plan ahead. If you have a unique situation coming up and unsure what is the proper protocol or method to handle something, call your Travel Coordinator and ask. Many questions can be answered by visiting our web site.
2. Submit Travel Authorization and request special approvals prior to travel taking place.
3. Obtain all necessary signatures before submitting the expense account for processing.
4. Attach all required receipts to the expense account.
5. Adequate justification should be provided for any unusual expense.
6. Foreign exchange rate should be provided for any unusual expense.
7. Turn in Travel Expense Account immediately upon returning from trip to ensure timely reimbursement.
8. Attach a copy of the Travel Authorization if single trip or conference/convention.



Web Site:

www.doa.Louisiana.gov/osp/travel

Prepared by:

Division of Administration
La. State Travel Office

STATE TRAVEL OFFICE
P.O. BOX 94095
BATON ROUGE, LA 70804-9095
225-342-6322

LOUISIANA STATE EMPLOYEES FISCAL YEAR 2009 - 2010

POCKET GUIDE TO TRAVEL REGULATIONS

For more detailed guidelines,
refer to PPM No. 49 - General
Travel Regulations
(Effective July 1, 2009)



**ALL AIRFARE MUST BE BOOKED BY
CALLING ONE OF CARLSON WAGONLIT
TRAVEL AGENCIES. SEE BELOW**

CONTRACTED TRAVEL AGENCIES

CARLSON WAGONLIT TRAVEL d/b/a
LOUISIANA TRAVEL SERVICES
BATON ROUGE (225) 930-6700 OR (888) 930-6700
Fax (225) 930-6666
email: Information@LATravel.com

CARLSON WAGONLIT TRAVEL
NEW ORLEANS (504) 565-5145 OR (888) 239-1755
Fax (504) 523-1302
email: Information@LATravel.com

CARLSON WAGONLIT TRAVEL
SHREVEPORT (318) 675-4389 OR (866) 675-4500
Fax (318) 675-8451
email: SHVTravelOffice@LaTravel.com

ATLAS 24 HOUR EMERGENCY SERVICE 1-800-215-7653
After 5 p.m. and on weekends. **This service is for emergency travel only. It is not for booking advanced travel.**

GENERAL:

TRAVEL AUTHORIZATION:

All non-routine travel must be authorized and approved in writing by the head of the department, board, or commission from whose funds the traveler is paid.

Routine Lodging Coverage Allowances: (Receipt required)

A Department Head or his/her designee will have the authority to approve actual cost for routine lodging provisions on a case by case basis not to exceed **fifty percent** over PPM-49 current listed rates. Justification must be maintained in the file to show that attempts were made with hotels in the area to receive the state/best rate. In areas where the Governor has declared an emergency, a Department Head or his/her designee will have the authority to approve actual routine and conference lodging provisions on a case by case basis not to exceed seventy-five percent over PPM-49 current listed rates.

Single Day Travel: Meals are not eligible for reimbursements on

single day travel. This means that when an authorized traveler of the State is in travel status where no overnight stay is required, no meals are eligible for reimbursement. Each Department Head or their designees are to determine the reasonableness of when an over night stay is justified. However, the Department Head will be allowed to authorize Single Day Meal reimbursements on a case-by-case basis or by type(s) of single day travel when it is determined to be in the best interest of the department. In those cases the department must keep the approvals in the travel file and **must be responsible** to take appropriate steps to report the reimbursement as wages to the employee. If a Department Head or their designee determines that Single Day Meals will be provided for, they must follow the following allowances:

To receive any meal reimbursement on single day travel, the employee must be in travel status for a minimum of 12 hours.

The maximum allowance for meal reimbursement for single day travel will be \$30.00.

Breakfast and Lunch: (\$20.00) The 12 hour travel duration must begin at or before 6 a.m.

Lunch: (\$12.00) Requires 12 hours duration in travel status.

Lunch and Dinner: (\$30.00) The 12 hour travel duration must end at or after 8 p.m.

Travel with Over Night Stay: Travelers may be reimbursed for meals according to the following schedule.

Breakfast: When travel begins at/or before 6 a.m. of the first day of travel and extends beyond 9 a.m. on the last day of travel, and for any intervening days.

Lunch: When travel begins at/or before 10 a.m. of the first day of travel and extends beyond 2 p.m. on the last day of travel, and for any intervening days.

Dinner: When travel begins at/or before 4p.m. of the first day of travel and extends beyond 8 p.m. on the last day of travel, and for any intervening days.

Meals Allowance – Including Tax and Tips

Receipts are not required for routine meals within these allowances.

Partial meals such as continental breakfasts or airline meals are not considered meals. If meals of state officials on actual exceed these allowances, receipts are required. **Inclusion of suburbs is allowed for meals on a case by case basis.**

Routine Lodging Allowances – Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. (Receipts are Required)For lodging rates, the inclusion of suburbs shall be determined by the department head on a case-by-case basis.. When two or more employees on official state business share a lodging room, the State will reimburse the actual cost of the room; subject to a maximum amount allowed for an individual traveler times the number of employees.

Department head approval must be provided to allow lodging expenses to be direct billed to an agency.

	<u>Tier I</u>
Breakfast	\$8
Lunch	\$12
Dinner	\$18
	\$38

<u>LODGING:</u>	<u>Routine Lodging</u>
<u>In-State Cities (except as listed)</u>	<u>\$70</u>
<u>Baton Rouge – EBR</u>	<u>\$101</u>
<u>Covington/Slidell – St. Tammany</u>	<u>\$96</u>
<u>Lake Charles – Calcasieu</u>	<u>\$80</u>
<u>Lafayette</u>	<u>\$86</u>

	<u>Tier II</u>
Breakfast	\$10
Lunch	\$14
Dinner	\$24
	\$48

<u>LODGING:</u>	<u>Routine Lodging</u>
<u>New Orleans, Orleans, St. Bernard, Jefferson,</u>	
<u>Plaquemines Parishes (July 1 – Sept. 30)</u>	<u>\$101</u>
<u>New Orleans, Orleans, St. Bernard, Jefferson,</u>	
<u>Plaquemines Parishes (Oct. 1 – June 30)</u>	<u>\$140</u>
<u>Out-of-State (Except Cities listed in Tier III & IV)</u>	<u>\$85</u>

	<u>Tier III</u>
Breakfast	\$12
Lunch	\$16
Dinner	\$24
	\$52

<u>LODGING :</u>	<u>Routine Lodging</u>
<u>Atlanta, Austin, Cleveland, Dallas/Fort Worth</u>	<u>\$135</u>
<u>Denver, Detroit, Fort Lauderdale, Galveston, Hartford, Houston, Kansas City, Las Vegas, Los Angeles, Miami, Minneapolis/ST. Paul, Nashville, Oakland, CA., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, Me, Portland, OR., Sacramento, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, Guam, American Samoa</u>	

	<u>Tier IV</u>
Breakfast	\$13
Lunch	\$18
Dinner	\$29
	\$60

<u>LODGING:</u>	<u>Routine Lodging</u>
<u>Baltimore MD, Seattle, WA, San Francisco, CA</u>	<u>\$175</u>
<u>Alexandria, VA, Arlington, VA, Boston, MA,</u>	
<u>New York City, Washington, DC</u>	<u>\$225</u>
<u>Chicago, IL, International Cities</u>	<u>\$200</u>

MILEAGE:

Reimbursement from official domicile to area of travel based on most direct route. (Mileage is not reimbursable in domicile.)

Mileage shall be reimbursable on the basis of **\$0.52 per mile.**

Mileage shall be computed by one of the following options:

1. On the basis of odometer readings from point of origin to point of return.
2. By using a website mileage calculator or a published software package for calculating mileage. Employee is to print the page indicating mileage and attach it with their travel expense form.

AIRFARE: Remember, while use of the contract travel agency is mandatory: purchase of state contract airfare is not mandatory.

The State Travel Office strongly encourages use of lowest logical airfares, **NOT** state contract fares. The State always supports purchasing the “best value” ticket. You should ask the state’s contracted travel agency to check for the lowest logical rates based on your personal needs.

Remember, PPM49, Section 1504 B2 (d) states “The policy regarding airfare penalties is that the State will pay for the airfare and/or penalty incurred for a change or cancellation if required by the State or other unavoidable situations approved by the agency’s department head. State contract airfares are for official business only. **No personal use.**

When Selecting State Contract Airfare traveler must pay by using either the State’s Corporate Travel Card or the agency’s CBA (Controlled Billing Account).

REMEMBER– A ticket is not purchased until you confirm your reservations with a credit card.

RENTAL CARS (Receipt Required)

In-State Vehicle Rental. The State has contracted with Enterprise Rental Car for In-State vehicle rentals **which use is mandatory** unless it is documented that the vendor does not have the appropriate size fleet in stock for the date of use.

ENTERPRISE CAR RENTAL: National Account Number: NA1403
RESERVATIONS (24/7) 1-800-RENT-A-CAR OR ENTERPRISE .COM

<u>Out-of-State</u>	<u>Phone Number</u>	<u>Corporate Discount #'s</u>
Avis	1-800-331-1212	A628000
Budget	1-800-527-0700	T243800
Dollar	1-800-800-3665	TA8565
Enterprise	1-800-736-8222	NA1403
Hertz	1-800-654-3131	70592
National	1-800-227-7368	5004172
Thrifty	1-800-847-4389	0010176533

Only the rental of compact models is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. **Domestic rentals** (within the 50 United States) – insurance is not reimbursable. **International rentals** (outside 50 United States) – Refer to PPM49 to determine the insurance coverage that is reimbursable. Written approval of the Department Head prior to departure is required. Actual contract cost or less are paid with receipt.

TAXI: (Shuttles, Airport limousines, etc.)

\$15 per day without receipt

Excess of \$15 per day requires receipt equal to total daily amount

Appendix C

Request for Part –Time Employee

TO: **Joanne Guidroz**
Director of National Voter Registration Act

From: _____
Registrar of Voters

Date: _____

Parish

Draft

Name of part – time employee requested: _____

Check all that apply:

___ Previous employee of my office; number of years of employment _____.

___ New Hire

Number of hours requested per week: _____

State the work that is needed to be done by the employee:

Start Date: _____

End Date: _____

OFFICE USE ONLY: _____ Auth. Full-Time T/O _____ # Full-time Vacant Positions
Approved by: _____
Date: _____

Request for Commissioners for Early Voting

TO: **Joanne Guidroz**
Director of National Voter Registration Act

From: _____ **Date:** _____
Registrar of Voters

Parish

Name of commissioner requested: _____

Check all that apply:

Commissioner Pay Per R.S. 18:426.1 (\$ _____)

New Hire

Number of days requested per week: _____

State the work that is needed to be done by the employee:

Start Date: _____

End Date: _____

OFFICE USE ONLY:

No. of Commissioners Authorized Previously for this Timeframe _____

Approved by: _____

Date: _____

Appendix D



EXECUTIVE ORDER NO. BJ 2008-67

SMALL PURCHASE PROCEDURES

WHEREAS, the Louisiana Procurement Code, in R.S. 39:1596, authorizes the governor to establish procedures for the procurement of small purchases with the caveat that "procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section";

WHEREAS, the Louisiana Procurement Code exempts small purchases from the competitive sealed bidding requirements of the code;

WHEREAS, Louisiana businesses are a driving force in the Louisiana economy;

WHEREAS, Executive Order No. KBB 2007-10, signed on April 26, 2007, established the procedure for the procurement of small purchases in accordance with the statutory guidelines of the Louisiana Procurement Code; and

WHEREAS, it is necessary to rescind and terminate Executive Order No. KBB 2007-10 through the issuance of a replacement executive order;

NOW THEREFORE I, BOBBY JINDAL, Governor of the state of Louisiana, by virtue of the authority vested by the Constitution and laws of the state of Louisiana, do hereby order and direct as follows:

SECTION 1: All departments, institutions, boards, commissions, budget units, and agencies of the executive branch of state government, and the officers and employees thereof, (hereafter "agency") shall observe, be guided by, and implement the specific directives on small

purchase procedures set forth in this Order. This Order in no way affects or changes the purchasing authority delegated to an agency by the chief procurement officer as defined in R.S. 39:1556(3). No provision of this Order shall be construed as a limitation on the number of quotations to be solicited prior to making a purchase or procurement. Louisiana businesses, especially small and emerging businesses and small entrepreneurships, should be utilized to the greatest extent possible when soliciting prices.

SECTION 2:

Unless the context clearly indicates otherwise, the words and terms used in this Order shall be defined as follows:

- A. "Small purchases" means (1) any procurement not exceeding twenty-five thousand dollars (\$25,000), or (2) any procurement of those items listed in Section 5 of this Order, regardless of price, except as noted in Paragraphs 5(A)(14), 5(A)(24) and 5(A)(26), which are exempt from the competitive sealed bidding requirements of the Louisiana Procurement Code.
- B. "Certified small and emerging business" means a business certified as a small and emerging business by the Division of Small and Emerging Business Development, Department of Economic Development, in accordance with the Provisions of the Small and Emerging Business Development Program, R.S. 51:941, *et seq.*, and included on the most recent list of certified small and emerging businesses issued by the Division of Certified Small and Emerging Business Development;
- C. "Small Entrepreneurship" means a business certified as a small entrepreneurship by the Department of Economic Development, in accordance with the provisions of the Louisiana Initiative for Small Entrepreneurships (Hudson Initiative), R.S. 39:2006.B; and
- D. "Louisiana authorized dealer" means a company that satisfies the requirements of a resident business defined in R.S. 39:1591(6) and is authorized by the manufacturer to sell and/or provide service for their products.

SECTION 3:

The following items are not subject to the procedures set forth in this Order:

- A. Those items covered by an existing state contract, and

- B. Public works contracts which exceed five thousand dollars (\$5,000) and are governed by the provisions of R.S. 38:2241.

SECTION 4:

Except as otherwise provided in this Order, all small purchases shall be made in accordance with the following minimum procedures:

- A. No competitive process is required for purchases not exceeding one thousand dollars (\$1,000) per single purchase transaction.
- B. Price quotations shall be solicited from three (3) or more *bona fide*, qualified vendors for purchases exceeding one thousand dollars (\$1,000) but not exceeding five thousand dollars (\$5,000).
 - 1. Quotations may be made by telephone, facsimile, or other means and shall be awarded on the basis of the lowest responsive quotation. Whenever possible, at least one (1) of the *bona fide*, qualified vendors shall be a certified small and emerging business or a small entrepreneurship. Agency files shall document and list all solicited vendors and each vendor's contact person, summarize quotations received, indicate the successful vendor and state the reason why any lower quotation was rejected. Agency files should also contain written confirmation of the quotation from the successful vendor;
 - 2. Soliciting three quotations may be waived when making purchases from a Small Entrepreneurship or Small and Emerging Business that is currently certified by the Louisiana Department of Economic Development, when the price is determined to be reasonable. Reasonable is a best value determination based on price, delivery, service, and/or any other related factors. This determination is to be maintained in the file, and
 - 3. Soliciting three quotations may be waived when purchasing from a business registered with the Secretary of State as domiciled in Louisiana. A

business analysis must determine that in-state prices are equal or better than two other current price comparisons. Comparisons may include, but are not limited to, state contract prices, General Services Administration (GSA) prices, or similar resources. Comparison documents are to be maintained in the file.

- C. 1. Price quotations shall be solicited from five (5) or more *bona fide*, qualified vendors for purchases exceeding five thousand (\$5,000) but not exceeding twenty-five thousand dollars (\$25,000). Quotations may be made by facsimile or written means and shall be awarded on the basis of the lowest responsive price quotation received. Whenever possible, at least two (2) of the *bona fide*, qualified vendors shall be certified small and emerging businesses or small entrepreneurships. The requirement to solicit certified small and emerging businesses or small entrepreneurships is waived for those agencies that post on LaPAC, Louisiana's internet based system for posting vendor opportunities and award information.
2. A minimum of three (3) working days shall be allowed for receipt of quotations.
3. All written or facsimile solicitations shall include the closing date, time, and all pertinent competitive specifications, including quantities, units of measure, packaging, delivery requirements, ship-to location, terms and conditions, and other information sufficient for a supplier to make an acceptable quotation. Precautionary measures shall be taken to safeguard the confidentiality of vendor responses prior to the closing time for receipt of quotations. No quotation shall be evaluated using criteria not disclosed in the solicitation.
4. Agency files shall document and list all solicited vendors and each vendor's response, summarize quotations received, indicate the awarded quotation, and state the reason why any lower quotation was rejected.

SECTION 5: Except as provided in subsection A(14), A(24), or A(26) of this section, the following items are considered small purchases regardless of price and may be procured in the following manner:

- A. No competitive process is required for the following items:
1. Repair parts for equipment obtained from a Louisiana authorized dealer shall be used if available. This provision does not apply to the stocking of parts;
 2. Equipment repairs from a Louisiana authorized dealer shall be used if available;
 3. Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract, obtained from a Louisiana authorized dealer shall be used if available;
 4. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements;
 5. Livestock purchased at public auction;
 6. Purchasing or selling transactions between state budget units and other governmental agencies;
 7. Publications and/or copyrighted materials purchased directly from the publisher or copyright holder, and web-based subscription services;
 8. Publications and/or copyrighted materials purchased by libraries or text rental stores from either subscription services or wholesale dealers which distribute for publishers and/or copyright holder;
 9. Public utilities and services provided by local governments;
 10. Prosthetic devices, implantable devices, and devices for physical restoration, which are not covered by a competitive state contract;

11. Educational training and related resources (except equipment) used to enhance the performance of state employees and good standing of state agencies, including memberships in and accreditations by professional societies and organizations, except for customized training which is covered under R.S. 39:1481, *et seq*;
12. Purchases for clients of Blind and Vocational Rehabilitation programs not covered by competitive state contract which are federally funded at a rate of at least 78.7%, regulated by Title 34, Parts 361, 365, 370, and 395 of the Code of Federal Regulations, and in accordance with OMB Circular A-102;
13. Materials, supplies, exhibitor fees, and exhibit booths at conferences, seminars, and workshops, or similar events (business, educational, promotional, cultural, etc.) for participation in promotional activities which enhance economic development or further the department's mission, duties, and/or functions, with the approval of the department secretary, or agency equivalent, if not covered by competitive state contract;
14. Wire, related equipment, time and material charges to accomplish repairs, adds, moves, and/or changes to telecommunications systems not exceeding two thousand five hundred dollars (\$2,500);
15. Working class animals trained to perform special tasks, including but not limited to narcotics detection, bomb detection, arson investigation, and rescue techniques;
16. Food, materials and supplies for teaching and training where the purchasing, preparing, and serving of food is part of the regularly prescribed course;
17. Shipping charges and associated overseas screening and broker fees from between international and domestic origins and destinations;

18. Parcel services, including but not limited to Federal Express, United Parcel Service, Airborne Express, and Express Mail;
19. Renewal of termite service contracts;
20. Purchase of supplies, operating services, or equipment for Louisiana Rehabilitation Services, Traumatic Head and Spinal Cord Injury Trust Fund Program. Although competitive bidding is not required under this paragraph, whenever practicable, three (3) quotations from *bona fide*, qualified vendors should be obtained. Whenever possible, and at least one (1) of the *bona fide*, qualified vendors shall be a certified small and emerging business or a small entrepreneurship;
21. Purchasing of clothing at retail necessary to individualize clients at state developmental centers in compliance with Federal Regulations for ICF/MR facilities;
22. Health insurance for the managers of Randolph-Sheppard programs, as defined by 20 U.S.C. §107, *et seq.*, and paid from income generated by unmanned vending locations;
23. Purchases made to resell as part of a merchandising program with the written approval on file from the secretary of the department, or agency equivalent, when it is not practical or feasible to obtain competitive price quotations;
24. Commercial Internet Service not exceeding one thousand five hundred dollars (\$1,500) per subscription per year;
25. Advertising, where permitted by law and the head of an agency or designee certifies that specific media is required to reach targeted audiences;
26. Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory or scientific research not to exceed twenty-five thousand dollars (\$25,000) per transaction;

27. Publication of articles, manuscripts, etc. in professional scientific, research, or educational journals/media and/or the purchase of reprints;
28. Livestock sperm and ova;
29. Royalties and license fees for use rights to intellectual property, including but not limited to patents, trademarks, service marks, copyrights, music, artistic works, trade secrets, industrial designs, domain names, etc.;
30. Equipment moves by the original equipment manufacturer or authorized dealer to ensure equipment operation to original equipment manufacturer specifications, calibration, warranty, etc.;
31. Mailing list rentals or purchases; and
32. Art Exhibition rentals and/or loan agreements and associated costs of curatorial fees, transportation and installation.

B. For the following items, telephone or facsimile price quotations shall be solicited, where feasible, to at least three (3) *bona fide*, qualified vendors. Whenever possible, at least one (1) of the *bona fide*, qualified vendors shall be a certified small and emerging business or a small entrepreneurship.

1. Farm products including, but not limited to, fresh vegetables, milk, eggs, fish, or other perishable foods, when it is determined that market conditions are unstable and the competitive sealed bidding process is not conducive for obtaining the lowest prices;
2. Food, materials, and supplies needed for:
 - a. Operation of boats and/or facilities in isolated localities where only limited outlets of such supplies are available; and/or
 - b. Juvenile detention homes and rehabilitation facilities/homes where the number of

inmates, students, or clients is unstable and unpredictable;

3. Convention and meeting facilities, provided that any associated food or lodging must be in accordance with Policy & Procedure Memorandum No. 49 - General Travel Regulations;
4. Gasoline and fuel purchases not covered by competitive state contract;
5. Equipment for blind-operated facilities not covered by competitive state contract;
6. Feed commodities, including but not limited to soybean meal, cottonseed meal, and oats;
7. Aircraft parts, repairs, inspections, and modifications approved by the head of the agency, head of Division of Administration Flight Operations, or the head's designee, and performed by an FAA-certified mechanic and/or at an FAA-certified repair station in accordance with FAA requirements; and
8. Air and bus charters in accordance with PPM 49, including group travel that does not qualify for commercial rates available to individual travelers.

SECTION 6: In the absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids.

SECTION 7: All departments, commissions, boards, offices, entities, agencies, and officers of the state of Louisiana, or any political subdivision thereof, are authorized and directed to cooperate in the implementation of this Order.

SECTION 8:

This Order is effective upon signature and shall continue in effect until amended, modified, terminated, or rescinded by the governor, or terminated by operation of law.

IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the Great Seal of Louisiana, at the Capitol, in the city of Baton Rouge, on this 22nd day of August, 2008.

/S/ Bobby Jindal
GOVERNOR



ATTEST BY

THE GOVERNOR

/S/ Jay Dardenne
SECRETARY OF STATE

APPENDIX E
UNIFORM FEE SCHEDULE FOR COPIES OF PUBLIC RECORDS

Title 4
ADMINISTRATION
PART I. GENERAL PROVISIONS

CHAPTER 3. FEES

§301. Uniform Fee Schedule for Copies of Public Records

A. Copies of public records furnished to a person so requesting shall be provided at fees according to the following schedule.

B. 1. Charges for the first copy of any public records shall be at a minimum \$0.25 per page for microfiche reproductions or paper copies up to 8 1/2 by 14 inches.

2. A two-sided copy shall be considered two pages.

C. Charges for copies of public records on paper larger than 8 1/2 by 14 inches shall be the same as the actual cost to the agency for copying same.

D. Charges for copies of public records on preprinted computer reports shall be the same rate specified in §301.A and B. Each agency shall develop a uniform fee schedule for providing printouts of public records stored in a computer data base utilizing routing utility programs. Such uniform fee schedule shall be first approved by the Division of Administration. An estimated cost shall be given for reproduction of public records stored in a computer which require program modification or specialized programs. The requesting party shall be advised of the estimate, and that it is an estimate, but the actual cost for reproduction, including programming costs, shall be charged if it differs from the estimate.

E. Agencies which have an established fee for copying public records that is in excess of those set forth in the rule must justify that fee in writing and have the established fee approved by the Division of Administration.

F. Copies of public records shall be furnished without charge, or at a reduced charge, to indigent citizens of this state or the persons whose use of such copies will be limited to a public purpose, including, but not limited to, use in a hearing before any governmental regulatory commission.

G. This schedule does not apply to copies of public records, the fees for the reproduction of which are otherwise fixed by law, nor shall this schedule apply to requests for copies from one state agency to another.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:241 and R.S. 44:32.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Division of Administration, LR 8:411 (August 1982), amended LR 12:229 (April 1986).

APPENDIX F
ELECTION TIME AND EXPENSE REPORT

BLANK FORMS

Request for Part –Time Employee

TO: Joanne Guidroz
Director of National Voter Registration Act

From: _____ **Date:** _____
Registrar of Voters

Parish

Name of part – time employee requested: _____

Check all that apply:

___ Previous employee of my office; number of years of employment _____.

___ New Hire

Number of hours requested per week: _____

State the work that is needed to be done by the employee:

Start Date: _____

End Date: _____

OFFICE USE ONLY: _____ Auth. Full-Time T/O _____ # Full-time Vacant Positions
Approved by: _____
Date: _____

Request for Commissioners for Early Voting

TO: **Joanne Guidroz**
Director of National Voter Registration Act

From: _____ **Date:** _____
Registrar of Voters

Parish

Name of commissioner requested: _____

Check all that apply:

Commissioner Pay Per R.S. 18:426.1 (\$_____)

New Hire

Number of days requested per week: _____

State the work that is needed to be done by the employee:

Start Date: _____

End Date: _____

OFFICE USE ONLY:

No. of Commissioners Authorized Previously for this Timeframe _____

Approved by: _____

Date: _____

ELECTION TIME AND EXPENSE REPORT

FOR USE BY CLERK OF COURT, REGISTRAR OF VOTERS, AND PARISH BOARD OF ELECTIONS SUPERVISORS

NAME _____

PARISH _____

TITLE _____

SOC. SEC. NUMBER _____

ADDRESS _____

FULL-TIME EMPLOYEE _____

CITY _____ STATE _____ ZIP CODE _____

PART-TIME EMPLOYEE _____

COMMISSIONER (FOR EARLY VOTING ONLY) _____

MEMBER OF COC _____

RETIREMENT SYSTEM: YES _____ NO _____

LAW ENFORCEMENT _____

DATE	A.M.		P.M.		TOTAL REGULAR HOURS	TOTAL OVERTIME HOURS APPROVED	DUTIES PERFORMED
	IN	OUT	IN	OUT			
TOTAL HOURS							

DATE	HOUR		ODOMETER READING		TERRITORY TRAVELED SHOW ALL POINTS VISITED	MILES TRAVELED
	DEP.	ARR.	DEP.	ARR.		
TOTAL						

EMPLOYEE'S ACTUAL HOURLY RATE OF PAY \$ _____

LAW ENFORCEMENT PAID BY THEIR EMPLOYER,

OR ELECTION RATE OF PAY \$ _____

PROVIDE: _____

_____ REGULAR HOURS @ _____ PER HOUR \$ _____

EMPLOYER'S NAME

_____ OVERTIME HOURS @ _____ PER HOUR \$ _____

ADDRESS

FICA _____% \$ _____

I CERTIFY THAT ALL THE INFORMATION CONTAINED ABOVE IS TRUE AND CORRECT.

MEDICARE _____% \$ _____

_____ MILES @ _____ PER MILE \$ _____

SIGNATURE OF PAYEE

TOTAL _____ \$ _____

APPROVED