



# **Election Expense Manual for the Clerks of Court and Parish Boards of Election Supervisors**

2014

STATE OF LOUISIANA  
SECRETARY OF STATE

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TOM SCHEDLER  
SECRETARY OF

February 5, 2014

**Dear Clerks of Court and Parish Boards of Election Supervisors:**

The Elections Expense Manual for Clerks of Court and Parish Boards of Election Supervisors has been revised and updated to reflect current processes and procedures used in the Clerk's office for reimbursement of election expenses. The Parish Board expenses may continue to be reimbursed through the Clerk's request or the Parish Board may make a separate request using the new Expense Reimbursement form.

The Elections Expense Manual for Clerks of Court and Parish Boards of Election Supervisors has been reviewed and approved by the Attorney General. Upon review of the manual, you will notice that revisions reflect current procedures such as submission of a copy fee schedule, employee payroll policy and janitorial rate of pay. If you have already submitted these documents to our office, you only need to resubmit them if they have been changed. And please remember that janitorial rate of pay can only be changed annually in January due to programming of the ERIN system. Security payment has been increased from \$20 to \$30 maximum, unless prior approval is granted for a higher rate of pay. The manual has also been updated to reflect current practices regarding any requests for reimbursement of secretarial or executive administrative expenses and postage expenses by a parish board.

This revised manual has been produced in a dynamic Adobe PDF document that is easily searchable on our website. You may access the manual online at [www.geauxvote.com](http://www.geauxvote.com) under the following links: Elections & Voting/Get Forms & Publications/Download Election Forms/Election Expense Manual. All forms (fillable and non-fillable versions) are located on LASOSNET under COC ERIN Users/COC Forms. Forms include an Election Time and Expense Report, Travel Expense Account, and two new forms, an Expense Reimbursement and Expense Approval Request. The fillable versions have a lot of information in drop down boxes to assist you in selecting the appropriate data and will calculate the data automatically. If you need assistance in using a fillable form, please do not hesitate to contact either the elections division or accounting division at 225-922-0900. You may continue to submit expenses on your letterhead or you may use the new Expense Reimbursement form. You may also continue to email requests for approval or you may use the new Expense Approval Request to attach to an email.

This manual is a reference tool and guide to assist you in seeking reimbursement of election expenses and approval for extraordinary expenses not specifically provided for by law. Please do not hesitate to contact our elections or accounting divisions if you have any questions or comments. We thank you for your vital role in the success of elections in Louisiana!

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Schedler", is written over a horizontal line. Below the line, the name "TOM SCHEDLER" and title "Secretary of State" are printed.

TOM SCHEDLER  
Secretary of State

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## Chapter 1: Introduction

### 1.01: Purpose

In accordance with provisions of [Louisiana Administrative Code \(LAC\) 31:701 & 703](#), the Department of State/Secretary of State (the “Department”) has adopted this Election Expense Manual to provide clerks of court and parish boards of election supervisors (PBES) guidance on election expenses and/or other related expenses that are allowable for reimbursement by law and by the department.

### 1.02: Expense Approval

Any expense that requires advanced approval by the secretary of state should be directed to the commissioner of elections in writing or by email for approval by the secretary of state or their designee, unless otherwise noted. In the case of an emergency, a telephone approval may be requested and must be followed up in writing or by email. While expenses for the PBES are listed separately, these expenses may be reimbursed through the clerks of court on behalf of the PBES.

## Chapter 2: Clerks of Court

### 2.01: General Guidelines

#### (A.) Annual requirements

Each clerk of court must submit a copy of their fee schedule and payroll policies regarding overtime pay for employees that perform election related duties after regular work hours to the secretary of state annually. The fee schedule and payroll policies must be submitted by January 1 of each year. Any changes from the prior year submission must be indicated by highlighting or summarization via transmittal.

#### (B.) Guidelines for reimbursement

The guidelines detailed in this section apply to all clerks of court for the conduct of elections and commissioner schools of instruction. [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 include:
  - (a) Postage and office supplies;

(b) Rental space and instructional paraphernalia to conduct schools of instruction;

(c) Personnel used for election duties when work is performed outside of the regular office hours of the clerk; and

(d) Incidental expenses, which is any expense not specifically provided for in this manual, incurred in conducting general courses of instruction. *Expenses are 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.

(C.) Any election expense incurred by a clerk of court for a precinct in which their parish governing authority is not in compliance with [R.S. 18:532](#) or [R.S. 18:532.1](#) (precincts under 300 without an exception approved by the secretary of state in accordance with law) 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.

(D.) Commissioner payment information is required by law, [R.S. 18:425\(E\)](#) to be submitted to the secretary of state within seven days of the election. The clerk must transmit the names, addresses, social security numbers, commissioner type and ward/precinct by entering the information into the Election and Registration Information Network (ERIN) system. The secretary is required to pay the commissioners **within 30 days of receipt** of the commissioner payment information from the clerk.

## 2.02: Expense Categories

(A.) Public notices

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:

(1) Election emergency due to a certified state of emergency - Notice of any delay or suspension and rescheduling of an election, early voting or qualifying must be published 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; ([R.S. 18:401.1](#))

(2) Emergency relocation of polling places due to a certified state of emergency - Notice of relocation of any polling place must be published in the official journal of the parish or any other newspaper of general circulation in the precinct(s) affected, if

reasonable time exists. The heading of the notice must 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; ([R.S. 18:401.2](#))

(3) Commissioner schools - Notice of a general course of instruction, at least annually, must be publicized in a manner reasonably calculated to encourage maximum attendance and participation; ([R.S. 18:431](#))

(4) Voidance of election for reopening of qualifying - Notice must be given whenever the qualifying period is reopened, pursuant to [R.S. 18:469](#) and additional candidates qualify and cause the votes for the primary to be void. The notice must include the dates for the rescheduled primary and general elections in accordance with [R.S. 18:469\(D\)](#). If the election district includes all or part of more than one parish, each parish clerk must publish the notice;

(5) Qualifying dates - Notice of all qualifying dates published in accordance with the guidelines herein will be a reimbursable expense; and

(6) Any other reasonable publication - For any reasonable publication not legally required, a clerk of court may request prior written approval from the secretary of state or their designee before publication for reimbursement in accordance with these guidelines.

(B.) Official parish journal

A listing of official parish journals may be found in [Appendix A](#) or may be viewed online on our [website](#). 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.) Publication in other journals

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 their designee.

(D.) Uniform size of publication

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

(E.) Running time of publication

The department prescribes public notices run for two days as determined by the clerk of court, unless prior approval is given by the secretary of state or their designee for additional time.

(F.) All requests for reimbursement must include the following:

- (1) Original paper or electronic invoice from publisher;
- (2) Original paper or electronic tear sheet from publisher; and
- (3) 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 clerk of court, including but not limited to a clerk of court's photo or promotional text.

### 2.03: General Courses of Instruction

(A.) The department will reimburse a clerk of court for conducting a general course of instruction for commissioners, at least annually and a pre-election course for commissioners-in-charge, commissioners and alternate commissioners who are selected to serve for the presidential or congressional elections. 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 must give written notice to the secretary of state and the additional schools will be reimbursed in accordance with these guidelines. A pre-election course must be held for all presidential and congressional general elections and may be held for all other elections, unless the clerk gives notice to the commissioners **at least 14 days prior** to the election that a pre-election course will not be held and such notice must be given for the commissioners to receive payment equivalent to attending a pre-election course of instruction.

(B.) 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 December 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 must give written notice to the secretary of state and the additional schools will be reimbursed in accordance with these guidelines.

(C.) 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 their designee, provided that no building space is available in the parish free of charge. In addition, the department will reimburse for any insurance which is required to use the rental space.

(D.) 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 must 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 must be submitted to the department for review and approved by the attorney general.

(E.) 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.

(F.) 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.

(G.) All requests for reimbursement must include the following:

- (1) Itemized expense listing for conducting general schools for commissioners with receipts, if applicable;
- (2) Itemized expense listing for conducting general schools for commissioners-in-charge with receipts, if applicable;
- (3) Itemized expense listing for conducting pre-election schools with receipts, if applicable;
- (4) Itemized expense listing for incidentals for commissioner schools with receipts, if applicable;
- (5) Itemized expense listing for incidentals for commissioner-in-charge schools with receipts, if applicable;
- (6) Invoice, if any, for instructional paraphernalia and written approval from the department;
- (7) Rental space and insurance invoice, if any, and written approval from the department; and
- (8) Drayage services invoice, if contracted with a company other than state contracted drayman, and written approval from the department.

#### **2.04: Postage Expense**

(A.) 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 and attaching a copy, how many items were mailed, the cost for each item, and the total cost. The clerk of court may submit these expenses electronically by email or through ERIN to the secretary of state, where applicable.

(B.) Postage will be reimbursed for legally mandated correspondence, as follows:

- (1) Notice of pre-election course of instruction - 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 in accordance with [R.S. 18:431\(B\)\(1\)](#) and [R.S. 18:431\(B\)\(5\)](#);

(2) Notice of commissioner-in-charge course of instruction - Notice must be given to each commissioner for the course of instruction for commissioners-in-charge of the date, time and place of such course; [\(R.S. 18:433\(A\)\(3\)\)](#)

(3) Any report to the parish board and/or secretary of state - 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. Such notice may be submitted electronically by email or through ERIN, if available; [\(R.S. 18:431\(A\)\(3\)\(a\)\)](#), [\(R.S. 18:431 \(B\)\(3\)\)](#), and [\(R.S. 18:431433\(A\)\(5\)\)](#)

(4) Notice to candidates of the preparation, testing and sealing of voting machines - The clerk must mail notice to each candidate of the time and place of preparation and testing of Election Day machines, sealing of machines and that each candidate or their representative may be present to observe. [\(R.S. 18:1373\)](#) Notice is also required to be given to each candidate at the time of qualifying (in person) to contact the registrar of voters for the time and place for the preparation of the early voting machines. [\(R.S. 18:1309.1\)](#)

(5) Notice to candidates of the opening of the voting machines - Notice is required to be posted (not mailed) in a prominent place in the clerk of court's office of the time and place where voting machines will be opened after the election; [\(R.S. 18:573\)](#)

(6) Instructional information to the commissioners for an election or any other mailings to commissions; and

(7) Distribution of ballot numbers as assigned by the secretary of state.

The secretary of state assigns ballot numbers and informs the clerk of court when such numbers are ready for distribution to the candidates. [\(R.S. 18:551\)](#)

(C.) 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.

(D.) All requests for reimbursement must include the following:

(1) Itemized listing of postage use; and

(2) Written approval of the department, if any.

## **2.05: Office Supply Expense**

(A.) 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 2010-16](#). A copy of this order can be found in [Appendix C](#).

(B.) The department will reimburse a clerk of court for legally mandated correspondence for election related matters, such as those listed above in [Subchapter 2.04](#) , at the following maximum allowable cost:

(1) Stationary, \$20/500 sheets letterhead;

(2) Envelopes, \$40/500 box; and

(3) Labels, \$50/3,000

Any costs over this maximum allowable expense or over a unit cost of \$1 for a piece of mail will require a written request and prior approval from the secretary of state, or their designee, prior to reimbursement.

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

(1) Pens;

(2) Pencils; and

(3) 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 their designee. [See Appendix D.](#)

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

(E.) All requests for reimbursement must include the following:

(1) Copy of purchase invoice; and

(2) Written approval of the department, if any.

## **2.06: Rentals and/or Leased Storage**

(A.) Only rentals for commissioner schools as discussed above in [Subchapter 2.03](#) are reimbursable as an election expense.

(B.) Any other rental may only be reimbursable upon prior written approval of the secretary of state or their designee. Examples of other rentals include, but are not limited to, portable restrooms, heaters, tables and chairs, fans, transportation rentals, Election Day cell phones for polling places, etc.

(C.) Storage facilities for election returns are NOT a reimbursable expense.

(D.) Some facilities may require insurance be procured during the period the facility is rented.

(E.) All requests for reimbursement must include the following:

(1) Copy of purchase invoice; and

(2) Written approval of the department, if any.

## 2.07: Office Personnel Expense

(A.) 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.

(B.) 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.

(C.) 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.

(D.) All office personnel expenses must be reimbursed at each employee's hourly rate of pay or at a rate of pay set by the clerk's election pay policy. A copy of a clerk's election pay policy must be submitted to the department to be kept on file and resubmitted, if revised.

(E.) All full-time and part-time employees must complete the Election Time and Expense Report form ([Appendix E](#)) 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 their 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.

(F.) The following examples are not a reimbursable expense by the department:

- (1) A clerk of court for employee who is 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;
- (2) Expenses paid to a registrar of voters or registrar of voters' employees who work in the clerk of court's office on Election Day; and
- (3) A clerk of court employee who has been submitted to be paid on the commissioner pay roll.

(G.) All requests for reimbursement for personnel expenses must include an original Election Time and Expense report for each employee.

(H.) 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:
  - (a) Justification letter of non-availability of office vehicle;
  - (b) Beginning and ending odometer readings; and
  - (c) 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 or their designee.

(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 their home on Election Day to their office.

## **2.08: Deputy Parish Custodians and Other Personnel Expenses**

(A.) A clerk of court may employ persons on a temporary basis, as needed, to assist him in the performance of their duties by appointing a deputy parish custodian of voting machines for any polling place he deems necessary. Payment is set at \$75.00 for each election at which he serves. The deputy parish custodian is responsible for delivery of the key envelope and the supplemental list to the commissioner-in-charge at least one-half hour before the opening of the polls. [\(R.S. 18:1354\(C\)\)](#)

(B.) The payroll for the deputy parish custodian is completed through the ERIN system by the clerk of courts' office. The cost is a direct expense and distributed between the precincts in the polling place and the entities holding an election.

(C.) A clerk of court is prohibited from appointing the following persons as a deputy parish custodian and therefore, the department will not pay:

(1) A person who has been convicted of a felony for which he has not been pardoned.

(2) A person who is a candidate or a member of a candidate's immediate family who serves at any polling place where the candidate's name appears on the ballot.

(D.) Janitorial services may be direct expenses for polling places with the written prior approval of the secretary of state or their designee. The costs are distributed to the entities holding an election. Payroll for the janitor is completed through the ERIN system by the clerk of court's office. The cost is distributed between the precincts in the polling place. Janitorial services rate of pay must be set in writing by the clerk of court to the department in January for the calendar year and cannot be changed until the following January.

## **2.09: Expenses of an Extraordinary Nature**

(A.) 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 their designee are a reimbursable expense.

(B.) All requests for reimbursement of extraordinary expenses must include:

(1) Copy of invoice; and

(2) Copy of department's prior approval.

## 2.10: Security

(A.) The clerk of court is responsible for the trucking and delivery of the voting machines to the polling places and must provide security in transit and at the polling places and may use local law enforcement officers. Upon the request of the clerk, the chief administrative officer of the police force must furnish law enforcement officers for this purpose and failure to do so is punishable by law. ([R.S. 18:1354\(B\)\(5\)](#))

(B.) Payment to a law enforcement officer must be paid directly by the clerk of court. The payroll section within a clerk of court's office must follow all tax requirements.

(C.) Reimbursement by the department must not be made without prior written approval of the secretary of state or their designee, and reimbursement must not exceed \$30 an hour, unless a higher fee is approved in advance by the secretary or their designee.

(D.) 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 their designee. A copy of the prior written approval of the department must be included in the request for reimbursement.

(E.) 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.

(F.) 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.

## 2.11: Purchase of Moveable Property

(A.) No moveable property must be purchased for reimbursement as an election expense without the prior written approval of the secretary of state or their designee. The written request must 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.

(B.) 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.

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

## 2.12: Professional Services

(A.) 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.

(B.) 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.

### **2.13: Identification Cards or Commissioner Certificates**

(A.) The law requires that a clerk of court issue a certification to all commissioners who attend a course of instruction and achieve a satisfactory test score, which is valid through December 31<sup>st</sup> of the year of the expiration of the issuing clerk's term of office. 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. ([R.S. 18:431](#))

(B.) The department provides for the issuance of this certificate through the ERIN system. 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 their designee.

### **2.14: Copy Expenses and Outside Vendor Printing/Copying Expenses**

(A.) Reasonable copy expenses made by a clerk of court for election related duties are a reimbursable expense. A detailed description of the document copied must be included in a clerk of court's request for reimbursement of copying fees.

(B.) A copy of the clerk of court's adopted fee schedule for copies must be submitted to the department to be kept on file and resubmitted, if revised, or all copying fees will be reimbursed at the Uniform Fee Schedule for copies of Public Records, [LAC 4:301](#). A copy of the [Uniform Fee Schedule](#) can be found in [Appendix D](#).

(C.) 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 their designee. All special printing requests approved for reimbursement must be printed under the [Small Purchase Procedures of Executive Order No. BJ 2010-16](#). A copy of this order can be found in [Appendix C](#).

(D.) Prior to incurring printing or copy expenses by an outside vendor, the following must be submitted to the department:

- (1) Written request for expense;
- (2) Requisition with estimated cost; and
- (3) Sample of document to be copied/printed by outside vendor.

(E.) To request reimbursement of printing/copying expenses by an outside vendor, the following must be submitted to the department:

- (1) Written approval of department;
  - (2) Purchasing order; and
  - (3) Invoice showing quantity, price and delivery of receipt.
- (F.) The department provides the following preprinted forms for clerks of court:
- (1) Election Time and Expense Report;
  - (2) Expense Reimbursement Form; and
  - (3) Various Election forms on LASOSNET Clerk Portal and/or through the ERIN system.

### **2.15: All Other Expenses**

(A.) 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 their designee.

## **Chapter 3: Parish Board of Election Supervisors**

### **3.01: 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 conduction 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. [R.S. 18:1400.4\(D\)](#) provides for the reimbursement of election expenses by parish boards of election supervisors for:

- (A.) Compensation of each member as provided in [R.S. 18:423\(E\)](#);
- (B.) Expenses of an extraordinary nature incurred by the board for an election which have received prior approval of the secretary of state;
- (C.) 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
- (D.) Any other expenses incurred by a board in the performance of its duties.

### **3.02: Expense Categories**

(A.) Secretary or executive administrator expenses

A member of the parish board of election supervisors may be elected secretary. A parish containing a municipality with a population of 300,000 or more (New Orleans) may employ an executive administrator. The department will not reimburse the salary or office expenses of an executive administrator. Any parish who appoints a person other than a

board member to act as secretary must have the prior approval of the secretary or their designee for any payment to perform secretarial duties.

(B.) Compensation for performing election duties

(1) Each member must receive \$50 for each of the six days actually spent in the performance of their 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 day, if needed, to count provisional ballots. Any designee that serves in the place of a board member must receive the \$50 payment, and the member must 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 [R.S. 42:1113](#), from serving and being compensated as a parish board commissioner, and therefore, the department will not pay compensation to any member who serves as a parish board commissioner. ([Ethics Op. No. 2000-414](#))

(2) Court Appearance Compensation. Each non-public official member of the board must receive \$50 for each day spent in court as a subpoenaed witness in litigation concerning the performance of their duties in connection with an election.

(3) Reinspection of voting machines. Each board member is entitled to receive \$50 for the performance of their duties during a reinspection of voting machines. The candidate requesting the reinspection must be responsible for all reasonable costs associated with the reinspection. Payment must be made by the candidate to the clerk of court 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 to the clerk of court by the candidate by close of business on the fourth day following the election and held at 10 a.m. on the fifth day after the election and at any time ordered by a court. A timely filed request must be honored by the board. The member's \$50 payment for the reinspection must not be counted toward their six 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 fifth day following the election, the member must only receive one \$50 payment for any of the three events which must not be counted toward their six day limitation. ([R.S. 18:573\(A\)\(3\)](#))

(4) Recount of absentee by mail and early voting ballots and inspection compensation. Each member is entitled to receive \$50 for the performance of their duties during a recount of absentee by mail and early voting ballots. The candidate requesting the recount must be responsible for all reasonable costs associated with the recount. The board must 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 to the clerk of court by the candidate by close of business on the fourth day following the election and held at 10 a.m. or following the reinspection of voting machines on the fifth day after the election and at any time ordered by a court. A timely filed request must 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 must only receive one \$50 payment for any of the three events which must not be counted toward their six day limitation. [\(R.S. 18:1313\(J\)\(4\)\)](#)

(5) Inspection of absentee voting affidavit envelope flaps. Each member is entitled to receive \$50 for the performance of their duties during an inspection of absentee voting affidavit envelope flaps. The candidate requesting the inspection must be responsible for all reasonable costs associated with the inspection. The board must 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 to the clerk of court by the candidate by close of business on the fourth day following the election and held at 10 a.m. or following the recount of absentee by mail and early voting ballots on the fifth day after the election and at any time ordered by a court. A timely filed request must 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 must only receive one \$50 payment for any of the three events which must not be counted toward their six day limitation. [\(R.S. 18:1313\(J\)\(4\)\)](#)

(C.) Duties of a board member which qualify for payment under [Subchapter 3.02 \(B\)\(1\)](#) above:

- (1) Drawing of commissioners and alternate commissioners; [\(R.S. 18:434\)](#)
- (2) Sealing of early voting machines; [\(R.S. 18:1309.1\)](#)
- (3) Appointment of parish board commissioners; [\(R.S. 18:1314\)](#)
- (4) Tabulation and counting of absentee by mail and early voting ballots; [\(R.S. 18:1313\)](#)
- (5) Opening of the voting machines; [\(R.S. 18:573\(A\)\(2\)\)](#)
- (6) Verification of votes upon opening of voting machines; and [\(R.S. 18:573\(B\)\)](#)
- (7) Counting and tabulation of provisional ballots for federal office. [\(R.S. 18:566.2\)](#)

(D.) Compensation will not be paid by the department to a board member in the following instances:

- (1) When a designee served in the place of the board member who is the governor's appointee;
- (2) For service as a parish board commissioner; and
- (3) For duties required to be paid by a candidate as discussed above.

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

- (1) Election Time and Expense Report ([Appendix E](#)); and
- (2) Copy of department's prior approval, if required.

### 3.03: Miscellaneous and Extraordinary Expenses

(A.) Special Meeting Expenses

(1) Under [R.S. 18:433\(B\)](#), the board must meet at 10 a.m. on the second Friday in January 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 must be reimbursable as a special meeting without the advanced written approval of the secretary of state or their designee.

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

- (a) Election Time and Expense Report; and
- (b) 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 parish board must account for the postage cost by listing in detail what was mailed and attaching a copy, how many items were mailed, the cost for each item, and the total cost. The parish board may submit electronically by email or through ERIN to the secretary of state, where applicable.

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

- (a) Lists furnished to commissioners-in-charge.

Notice is required to be mailed to each commissioner-in-charge listing the names, addresses, and party affiliations of all persons registered to vote in the ward who has received certificates of instruction for the general courses. ([R.S. 18:431](#))

- (b) Notice of hearings.

Notices to commissioners for removal or disqualification hearings are to be mailed by the board. ([R.S. 18:433\(E\)](#)) and ([R.S. 18:434\(E\)](#)) and ([R.S. 18:434\(F\)](#))

- (c) Commissioner and Alternate Commissioner Notifications.

A commission must be issued to each person selected as a commissioner and as an alternate commissioner and a notice of the time, date and place of the pre-election course of instruction. ([R.S. 18:434\(C\)\(1\)](#)) and ([R.S. 18:434\(C\)\(2\)](#))

(d) Watcher Notification.

A commission must be issued to each qualified watcher and alternate watcher named on a timely filed list. ([R.S. 18:435\(C\)](#))

(e) Rejected absentee by mail ballot or early voting ballot for cause on Election Day.

Notice is required to be mailed within three days to the voter when their absentee by mail or early voting ballot has been challenged on Election Day and the cause thereof on a form provided by the secretary of state. ([R.S. 18:1315\(C\)\(3\)](#))

(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 must include the following:

(a) Itemized listing of postage use; and

(b) Written approval of the department, if any.

(C.) Public Notice Expense

(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. 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 election. ([R.S. 18:434\(A\)\(2\)](#))

(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 their designee.

(2) A listing of official parish journals may be found in [Appendix A](#) or may be viewed [online](#). 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 their 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 their designee for a larger size.

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

(6) All requests for reimbursement must include the following:

(a) Original paper or electronic invoice from publisher;

(b) Original paper or electronic tear sheet from publisher; and

(c) 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.) Security**

(1) Security for the absentee and early voting count 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 must not be made without prior written approval of the secretary of state or their designee, and reimbursement must not exceed \$30 an hour, unless a higher fee is approved in advance by the secretary or their 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 their 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.

**(E.) 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 their designee for reimbursement.

# Appendix A: Official Parish Journals



# OFFICIAL PARISH JOURNALS

Updated: July 1, 2013

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

**ALL EXPIRE 6/30/2014**  
***\* Except Orleans Parish***

This listing is on our website at:  
[www.sos.louisiana.gov/OurOffice/GovernmentEntityRegistries/Pages/default.aspx](http://www.sos.louisiana.gov/OurOffice/GovernmentEntityRegistries/Pages/default.aspx)

## ACADIA

The Rayne Acadian-Tribune  
P. O. Box 260  
Rayne, LA 70578  
(337) 334-3186 Fax (337) 334-8474  
Email: [raynews@cox-internet.com](mailto:raynews@cox-internet.com)  
(Thursday – Print day)

## ALLEN

The Kinder Courier  
P. O. Drawer AK  
Kinder, LA 70648  
(337) 738-5642 Fax (337) 738-5630  
Email: [kindernews@yahoo.com](mailto:kindernews@yahoo.com)  
(Thursday – Print day)

## ASCENSION

Gonzales Weekly Citizen  
P. O. Box 430  
Gonzales, LA 70707  
(225) 647-4569 Fax (225) 644-2069  
Email: [aleblanc@weekllycitizen.com](mailto:aleblanc@weekllycitizen.com)  
(Thursday – Print day)

## ASSUMPTION

Bayou Journal  
P.O. Box 695  
Pierre Part, LA 70339  
(985) 252-0501 Fax (985) 252-0504  
Email: [bayoujournallegals@teche.net](mailto:bayoujournallegals@teche.net)  
(Tuesday – Print day)

## AVOYELLES

The Journal/Weekly News  
P. O. Box 36  
Marksville, LA 71351  
(318) 253-5413 Fax (318) 253-7223  
Email: [avoyellesjournal@yahoo.com](mailto:avoyellesjournal@yahoo.com)  
(Thursday – Print day)

## BEAUREGARD

Beauregard Daily News  
P. O. Box 698  
DeRidder, LA 70634  
(337) 462-0616 Fax (337) 463-5347  
Email: [classifieds@beauregarddailynews.net](mailto:classifieds@beauregarddailynews.net)  
(Wed./Fri./Sun. – Print Day)

## BIENVILLE

Bienville Democrat-Ringgold Record  
P. O. Box 29  
Arcadia, LA 71001  
(318) 263-2922 Fax (318) 263-8897  
Email: [news@bienvilledemocrat.com](mailto:news@bienvilledemocrat.com)  
(Thursday – Print day)

## BOSSIER

Bossier Press-Tribune  
4250 Viking Dr.  
Bossier City, LA 71111  
(318) 747-7900 Fax (318) 747-5298  
Email: [legals@bossierpress.com](mailto:legals@bossierpress.com)  
(Mon./Wed./Fri. – Print Day)

## CADDO

The Caddo Citizen  
203 S. Spruce Street  
Vivian, LA 71082  
(318) 375-3294 Fax (318) 375-3308  
Email: [caddocitizen@centurytel.net](mailto:caddocitizen@centurytel.net)  
(Thursday – Print day)

## CALCASIEU

Lake Charles American Press  
P. O. Box 2893  
Lake Charles, LA 70602  
(337) 494-4080 Fax (337) 494-4070  
Email: [news@americanpress.com](mailto:news@americanpress.com)  
(Daily – Print Day)

## CALDWELL

Caldwell Watchman  
P. O. Box 911  
Columbia, LA 71418  
(318) 649-7136 Fax (318) 649-7776  
Email: [caldwellwatchman@bellsouth.net](mailto:caldwellwatchman@bellsouth.net)  
(Wednesday – Print day)

## CAMERON

Cameron Pilot  
P. O. Box 995  
DeQuincy, LA 70633  
(337)-786-8004 Fax (337) 786-8131  
Email: [dequincynews@centurytel.net](mailto:dequincynews@centurytel.net)  
(Thursday – Print day)

## CATAHOULA

Catahoula News Booster  
P. O. Box 188  
Jonesville, LA 71343  
(318) 339-7242 Fax (318) 339-7243  
Email: [willclifton@bellsouth.net](mailto:willclifton@bellsouth.net)  
(Wednesday – Print day)

## CLAIBORNE

Haynesville News  
P. O. Box 117  
Homer, LA 71040  
(318) 624-1212 Fax (318) 927-3721  
Email: [advertising@haynesvillenews.com](mailto:advertising@haynesvillenews.com)  
(Thursday – Print day)

## CONCORDIA

Concordia Sentinel  
P. O. Box 1485  
Ferriday, LA 71334  
(318) 757-3646 Fax (318) 757-3001  
Email: [legals@concordiasentinel.com](mailto:legals@concordiasentinel.com)  
(Wednesday – Print day)

## DeSOTO

The Enterprise & Interstate Progress  
P. O. Box 840  
Mansfield, LA 71052  
(318) 872-4120 Fax (318) 872-6038  
Email: [themansfieldenterprise@yahoo.com](mailto:themansfieldenterprise@yahoo.com)  
(Thursday – Print day)

## EAST BATON ROUGE

The Advocate  
7290 Bluebonnet Blvd.  
Baton Rouge, LA 70810  
(225) 388-0128 Fax (225) 388-0164  
Email: [legal.ads@theadvocate.com](mailto:legal.ads@theadvocate.com)  
(Daily – Print Day)

## EAST CARROLL

Banner-Democrat  
313 Lake St.  
Lake Providence, LA 71254  
(318) 559-2750 Fax (318) 559-2750  
Email: [bannerdemocrat@bellsouth.net](mailto:bannerdemocrat@bellsouth.net)  
(Thursday – Print day)

## EAST FELICIANA

The Watchman  
P. O. Box 368  
Clinton, LA 70722  
(225) 683-5195 Fax (225) 683-4276  
Email: [brandy.staton@felicianatoday.com](mailto:brandy.staton@felicianatoday.com)  
(Wednesday – Print day)

## EVANGELINE

Ville Platte Gazette  
145 Court Street  
Ville Platte, LA 70586  
(337) 363-3939 Fax (337) 363-2841  
Email: [ads1.vp@centurytel.net](mailto:ads1.vp@centurytel.net)  
(Thurs./Sun. – Print Day)

## FRANKLIN

The Franklin Sun  
P. O. Box 550  
Winnsboro, LA 71295  
(318) 435-4521 Fax (318) 435-9220  
Email: [wanda@franklinsun.com](mailto:wanda@franklinsun.com)  
(Wednesday – Print day)

## GRANT

The Chronicle  
305 Main St.  
Colfax, LA 71417  
(318) 627-3737 Fax (318) 627-3019  
Email: [mwchronicle@aol.com](mailto:mwchronicle@aol.com)  
(Thursday – Print day)

**IBERIA**

The Daily Iberian  
P. O. Box 9290  
New Iberia, LA 70562  
(337) 365-6773 Fax (337) 367-9640  
Email: [iberianads@cox.net](mailto:iberianads@cox.net)  
(Mon./Fri./Sun. – Print Day)

**IBERVILLE**

Plaquemine Post South  
P. O. Box 589  
Plaquemine, LA 70765  
(225) 687-3288 Fax (225) 687-1814  
Email: [ktaylor@postsouth.com](mailto:ktaylor@postsouth.com)  
(Thursday – Print day)

**JACKSON**

Jackson Independent  
624 S. Hudson Ave.  
Jonesboro, LA 71251  
(318) 259-2551 Fax (318) 259-8537  
Email: [accounting@thejacksonindependent.com](mailto:accounting@thejacksonindependent.com)  
(Thursday – Print day)

**JEFFERSON**

The Times-Picayune  
365 Canal Blvd., Ste. 3100  
New Orleans, LA 70130  
(504) 826-3507 Fax (504) 522-4536  
Email: [legals@nola.com](mailto:legals@nola.com)  
(Wed./Fri./Sun. – Print Day)

**JEFFERSON DAVIS**

Jennings Daily News  
P. O. Box 910  
Jennings, LA 70546  
(337) 824-3011 Fax (337) 824-3019  
Email: [jdnbusiness@bellsouth.net](mailto:jdnbusiness@bellsouth.net)  
(Tues./Fri./Sun. – Print Day)

**LAFAYETTE**

The Daily Advertiser  
P. O. Box 5310  
Lafayette, LA 70502  
(337) 289-6300 Fax (337) 289-6418  
Email: [legals@theadvertiser.com](mailto:legals@theadvertiser.com)  
(Daily – Print Day)

**LAFOURCHE**

Daily Comet  
P. O. Box 5238  
Thibodaux, LA 70301  
(985) 447-4055 Fax (985) 448-7606  
Email: [legals@dailycomet.com](mailto:legals@dailycomet.com)  
(Mon./Sat. – Print Day)

**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](mailto:editor@thejenatimes.net)  
(Wednesday – Print Day)

**LINCOLN**

The Ruston Daily Leader  
212 West Park Avenue  
Ruston, LA 71270  
(318) 255-4353 Fax (318) 255-4006  
Email: [clash@rustonleader.com](mailto:clash@rustonleader.com)  
(Mon./Fri./Sun. – Print Day)

**LIVINGSTON**

Livingston Parish News  
P.O. Box 1529  
Denham Springs, LA 70727  
(225) 665-5176 Fax (225) 667-0167  
Email: [cgothard@livingstonparishnews.com](mailto:cgothard@livingstonparishnews.com)  
(Sun./Thurs. – Print Day)

**MADISON**

Madison Journal  
300 S. Chestnut St.  
Tallulah, LA 71282  
(318) 574-1404 Fax (318) 574-4219  
Email: [legal@madisonjournal.com](mailto:legal@madisonjournal.com)  
(Thursday – Print day)

**MOREHOUSE**

Bastrop Daily Enterprise  
119 E. Hickory Ave  
Bastrop, LA 71220  
(318) 281-4421 Fax (318) 283-1699  
Email: [tarmfield@bastropenterprise.com](mailto:tarmfield@bastropenterprise.com)  
(Tues./Sat. – Print Day)

**NATCHITOCHEs**

Natchitoches Times  
P. O. Box 448  
Natchitoches, LA 71458  
(318) 352-3618 Fax (318) 352-3667  
Email: [publicnotices@natchitochestimes.com](mailto:publicnotices@natchitochestimes.com)  
(Sun./Tues./Fri. – Print Day)

**ORLEANS (Expires 5/31/14)\***

The Times-Picayune  
3800 Howard Ave.  
New Orleans, LA 70125  
(504) 826-3266 Fax (504) 826-3334  
Email: [legalads@nola.com](mailto:legalads@nola.com)  
(Wed./Fri./Sun. – Print Day)

**OUACHITA**

Ouachita Citizen  
P. O. Box 758  
West Monroe, LA 71294  
(318) 322-3161 Fax (318) 325-2285  
Email: [news@ouachitacitizen.com](mailto:news@ouachitacitizen.com)  
(Thursday – Print day)

**PLAQUEMINES**

The Plaquemines Gazette  
7962 Hwy. 23  
Belle Chasse, LA 70037  
(504) 392-1619 Fax (504) 392-7526  
Email: [publicnotices@plaqueminesgazette.com](mailto:publicnotices@plaqueminesgazette.com)  
(Tuesday – Print day)

**POINTE COUPEE**

The Pointe Coupee Banner  
P. O. Box 400  
New Roads, LA 70760  
(225) 638-7155 Fax (225) 638-8442  
Email: [pointecoupeebanner@gmail.com](mailto:pointecoupeebanner@gmail.com)  
(Thursday – Print day)

**RAPIDES**

Alexandria Daily Town Talk  
P. O. Box 7558  
Alexandria, LA 71306  
(318) 487-6328 Fax (318) 487-2971  
Email: [lward@thetowntalk.com](mailto:lward@thetowntalk.com)  
(Daily – Print Day)

**RED RIVER**

The Coushatta Citizen  
P. O. Box 1365  
Coushatta, LA 71019  
(318) 932-4201 Fax (318) 932-4285  
Email: [news@coushattacitizen.com](mailto:news@coushattacitizen.com)  
(Thursday – Print day)

**RICHLAND**

Richland Beacon News  
P. O. Box 209  
Rayville, LA 71269  
(318) 728-2250 Fax (318) 728-5991  
Email: [beaconphotos@bellsouth.net](mailto:beaconphotos@bellsouth.net),  
ATTN.: Will Mitchel  
(Thursday – Print day)

**SABINE**

Sabine Index  
P. O. Box 448  
Natchitoches, LA 71458  
(318) 352-3618 Fax (318) 352-3667  
Email: [sabinelegals@natchitochestimes.com](mailto:sabinelegals@natchitochestimes.com)  
(Wednesday – Print Day)

**ST. BERNARD**

St. Bernard Voice  
P. O. Box 88  
Arabi, LA 70032  
(504) 279-7488 Fax (504) 309-5532  
Email: [edroy@thestbernardvoice.com](mailto:edroy@thestbernardvoice.com)  
(Friday – Print Day)

**ST. CHARLES**

St. Charles Herald-Guide  
P. O. Box 1199  
Boutte, LA 70039  
(985) 758-2797 Fax (985) 758-7000  
Email: [leglas@heraldguide.com](mailto:leglas@heraldguide.com)  
(Thursday – Print day)

**ST. HELENA**

St. Helena Echo  
P. O. Box 190  
Greensburg, LA 70441  
(225) 222-4541 Fax (225) 222-4542  
Email: [echo@tagilena.com](mailto:echo@tagilena.com)  
(Wednesday – Print Day)

**ST. JAMES**

The Enterprise  
P. O. Box 9  
Vacherie, LA 70090  
(225) 265-2120 Fax- 265-2133  
Email: [mariaenterprise@bellsouth.net](mailto:mariaenterprise@bellsouth.net)  
(Thursday – Print day)

**ST. JOHN THE BAPTIST**

L'Observateur  
116 Newspaper Rd.  
LaPlace, LA 70068  
(985) 652-9545 Fax (985) 652-3885  
Email: [lobcommunity@bellsouth.net](mailto:lobcommunity@bellsouth.net)  
(Wed./Sat. – Print Day)

**ST. LANDRY**

Daily World  
P. O. Box 2389  
Opelousas 70571-2389  
(337) 289-6332 Fax (337) 289-6418  
Email: [legals@dailyworld.com](mailto:legals@dailyworld.com)  
(Sun./Fri. – Print Day)

**ST. MARTIN**

Teche News  
P. O. Box 69  
St. Martinville, LA 70582  
(337) 394-6232 Fax (337) 394-7511  
Email: [legals@techetoday.com](mailto:legals@techetoday.com)  
(Wednesday – Print Day)

**ST. MARY**

St Mary and Franklin Banner-Tribune  
P. O. Box 566  
Franklin, LA 70538  
(337) 828-3706 Fax (337) 828-2874  
Email: [classified@banner-tribune.com](mailto:classified@banner-tribune.com)  
(Mon./Fri. – Print Day)

**ST. TAMMANY**

St. Tammany Farmer  
P.O. Box 269  
Covington, LA 70434  
(985) 892-2323 Fax (985) 892-2325  
Email:  
[publicnotices@sttammanyfarmer.net](mailto:publicnotices@sttammanyfarmer.net)  
(Thursday – Print day)

**TANGIPAHOA**

The Daily Star  
725 S. Morrison Blvd.  
Hammond, LA 70403  
(985) 254-7805 Fax (985) 542-9134  
Email: [legalads@hammondstar.com](mailto:legalads@hammondstar.com)  
(Tues./Sun. – Print Day)

**TENSAS**

The Tensas Gazette  
P. O. Box 25  
St. Joseph, LA 71366  
(318) 766-3258 Fax (318) 766-4273  
Email: [cd\\_lemke@bellsouth.net](mailto:cd_lemke@bellsouth.net)  
(Wednesday – Print Day)

**TERREBONNE**

The Courier  
P. O. Box 2717  
Houma, LA 70361  
(985) 857-2291 Fax (985) 448-7606  
Email: [legals@houmatoday.com](mailto:legals@houmatoday.com)  
(Daily – Print Day)

**UNION**

The Gazette  
P. O. Box 722  
Farmerville, LA 71241  
(318) 368-9732 Fax (318) 368-7331  
Email: [fgazette@bellsouth.net](mailto:fgazette@bellsouth.net)  
(Thursday – Print day)

**VERMILION**

Abbeville Meridional  
P. O. Box 400  
Abbeville, LA 70511  
(337) 893-4223 Fax (337) 898-9022  
Email: [theresa.milliman@vermiliontoday.com](mailto:theresa.milliman@vermiliontoday.com)  
(Tues./Fri./Sun. – Print Day)

**VERNON**

Leesville Daily Leader  
P. O. Box 619  
Leesville, LA 71496  
(337) 239-3444 Fax (337) 238-1152  
Email: [classified@leesvilledailyleader.com](mailto:classified@leesvilledailyleader.com)  
(Wed./Fri./Sun. – Print Day)

**WASHINGTON**

Era Leader  
1137 Main Street  
Franklinton, LA 70438  
(985) 839-9077 Fax (985) 839-9096  
Email: [steve@era-leader.com](mailto:steve@era-leader.com)  
(Wednesday – Print Day)

**WEBSTER**

Springhill Press and News Journal  
403 Butler St.  
Springhill, LA 71075  
(318) 539-3511 Fax (318) 539-3512  
Email: [vickydarst@gmail.com](mailto:vickydarst@gmail.com)  
(Mon./Fri. – Print Day)

**WEST BATON ROUGE**

The West Side Journal  
P. O. Box 260  
Port Allen, LA 70767  
(225) 343-2540 Fax (225) 344-0923  
Email: [shelli@thewestsidejournal.com](mailto:shelli@thewestsidejournal.com)  
(Thursday – Print Day)

**WEST CARROLL**

West Carroll Gazette  
P. O. Box 1007  
Oak Grove, LA 71263  
(318) 428-3207 Fax (318) 428-2747  
Email: [jessicatownsend@bellsouth.net](mailto:jessicatownsend@bellsouth.net)  
(Wednesday – Print Day)

**WEST FELICIANA**

St. Francisville Democrat  
P. O. Box 1876  
St. Francisville, LA 70775  
(225) 635-3366 Fax (225) 635-3398  
Email: [kristi.bunch@felicianatoday.com](mailto:kristi.bunch@felicianatoday.com)  
(Wednesday – Print Day)

**WINN**

Winn Parish Enterprise  
P. O. Box 750  
Winnfield, LA 71483  
(318) 628-2712 Fax (318) 628-6196  
Email: [advertising@winparishenterprise.com](mailto:advertising@winparishenterprise.com)  
(Wednesday – Print Day)

# Appendix B: State Travel Guide, Travel Expense Account (Travel Reimbursement)



A fillable version of this form can be  
found on the [LASOS Clerk Portal](#)

## 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 Overage Allowances: (Receipt required)

Department Head or his/her designee has 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 (Note: this authority for increase in allowance is for lodging only and not for any other area of PPM 49). Justification must be maintained in the file to show that attempts were made with hotels in the area to receive the state/best rate.

**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 overnight 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 his/her 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, an employee must be in travel status for a minimum of 12 hours.

The maximum allowance for meal reimbursement for single day travel will be \$37.00.

**Breakfast and Lunch:** (\$22.00) The 12 hour travel duration must begin at or before 6 a.m.

**Lunch:** (\$13.00) Requires 12 hours duration in travel status.

**Lunch and Dinner:** (\$37.00) The 12 hour travel duration must end at or after 8 p.m.

**Travel with Overnight Stay:** Travelers may be reimbursed for meals according to the following schedule (**minimum of 12 hours in travel status**).

**Breakfast:** When travel begins at/or before 6 a.m. on the first day of travel or extends at/or 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. on the first day of travel or extends at/or beyond 2 p.m. on the last day of travel, and for any intervening days.

**Dinner:** When travel begins at/or before 4p.m. on the first day of travel or extends at/or 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 unless a cash advance was received. (See Section 1503.B.2) Number of meals claimed must be shown on travel voucher. For meal rates, the inclusion of suburbs (see definition of suburb) shall be determined by the department head 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.

	<u>Tier I</u>
<b>Breakfast</b>	<b>\$ 9</b>
<b>Lunch</b>	<b>\$13</b>
<b>Dinner</b>	<b>\$24</b>
	<b>\$46</b>

<u>LODGING:</u>	<u>Routine Lodging</u>
In-State Cities (except as listed)	<b>\$77</b>
<u>Alexandria/Leesville/Natchitoches</u>	<b>\$80</b>
Baton Rouge – EBR	<b>\$93</b>
Covington/Slidell – St. Tammany	<b>\$89</b>
Lafayette	<b>\$85</b>
Lake Charles – Calcasieu	<b>\$77</b>

	<u>Tier II</u>
<b>Breakfast</b>	<b>\$10</b>
<b>Lunch</b>	<b>\$15</b>
<b>Dinner</b>	<b>\$29</b>
	<b>\$54</b>

<u>LODGING:</u>	<u>Routine Lodging</u>
New Orleans, Orleans, St. Bernard, Jefferson, and Plaquemines Parishes	<b>\$135</b>
Out-of-State (Except Cities listed in Tier III & IV)	<b>\$85</b>

	<u>Tier III</u>
<b>Breakfast</b>	<b>\$12</b>
<b>Lunch</b>	<b>\$17</b>
<b>Dinner</b>	<b>\$31</b>
	<b>\$60</b>

<u>LODGING :</u>	<u>Routine Lodging</u>
Atlanta, Austin, Cleveland, Dallas/Fort Worth	<b>\$120</b>
Denver, CO, Fort Lauderdale, Hartford, Houston, Kansas City, Las Vegas, Los Angeles, Miami, Minneapolis/ST. Paul, Nashville, Oakland, CA., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, OR., Sacramento, San Antonio, San Diego, Sedona, St. Louis, Tampa, Wilmington, DE, Puerto Rico, Virgin Islands, all of Alaska and Hawaii, Guam, American Samoa, Saipan	

	<u>Tier IV</u>
<b>Breakfast</b>	<b>\$13</b>
<b>Lunch</b>	<b>\$19</b>
<b>Dinner</b>	<b>\$33</b>
	<b>\$65</b>

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

### AIRFARE: Remember, while use of the contract travel agency is mandatory:

The State Travel Office strongly encourages use of lowest logical airfares. 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 (c) 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. Justification for the change or cancellation by the traveler’s department head is required on the travel voucher.”

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

### MILEAGE:

Reimbursement from official domicile to area of travel based on most direct route. Mileage shall be reimbursable on the basis of \$0.51 per the following:

For official In-State business travel

1. Employee should utilize a state vehicle when available
2. Employee may rent a vehicle from Enterprise Rent-A-Car’s State Motor Pool Rental Contract, if state vehicle is not available and travel exceed 100 miles; or
3. If an employee elects to use his/her personal vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day at \$0.51 cents per mile.

### RENTAL CARS ( Receipt Required)

**In-State Vehicle Rental.** The State has contracted with Enterprise Rent-A-Car for the State Motor Pool Rental Contract which **use is mandatory** In-State Motor Pool Rentals

Compact-	\$ 32.00	\$176.00 weekly	\$640.00 monthly
Intermediate	\$34.00	\$187.00 weekly	\$680.00 monthly

Only the rental of compact or intermediate model is reimbursable, unless non-availability is documented, or the vehicle will be used to transport more than two persons. Written approval from the department head prior to departure is required

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

In-State	Phone Number	Corporate Discount #’s
Enterprise	1-800-736-8222	NA1403

### OUT- OF- STATE Vehicle Rental( Receipt Required)

**Out-of-State Vehicle Rental Mandatory.** The State has contracted for

rental vehicles for domestic, out-of-state travel, excluding Louisiana and international travel, utilizing the State of Louisiana’s Out-of-State Contracts, which use is mandatory. The State of Louisiana Out-of-State participating vendors include Enterprise Rent - A-Car, National Car Rental and Hertz Car Rental Corporation. It is the traveler’s discretion which rental company is utilized. Pricing includes CDW/ (Collision Damage Waiver) and a million dollar liability insurance.

Out of-State Hertz Car Rental Contract			
Compact-	\$27.81	\$152.96	weekly
Intermediate	\$31.93	\$175.62	weekly
Out of State	Phone Number	Corporate Discount #'s	
Hertz	1-800-654-3131	70592	
<a href="http://www.HERTZ.COM">www.HERTZ.COM</a>			

Out of-State Enterprise/National Car Rental Contract			
Compact-	\$30.09	\$150.45	weekly
Intermediate	\$31.92	\$159.60	weekly
Out of State	Phone Number	Corporate Discount #'s	
Enterprise	1-800-RENT-A-CAR	NA1403	
	ENTERPRISE.COM		
National	1-877-222-9058	NA1403	
<a href="http://NATIONALCAR.COM">NATIONALCAR.COM</a>			

### **Gasoline (Receipt Required)**

Reimbursements require an original receipt, regular unleaded gasoline should be used or diesel when applicable. This applies for both state owned vehicles and rental vehicles, as mid-grade, super, plus or premium gasoline are typically not necessary.

### **Public Ground Transportation:**

(Shuttles, Airport limousines, etc.) The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved state travel. See receipt requirements below

Airport Shuttle/limousines, taxi reimbursements. A driver's tip for shuttles/limousines and taxis may be given and must not exceed 15% of total charge. Amount of tip must be included on receipt received from driver/company. All other forms of public ground transportation where a receipt is not possible and other than those listed above are limited to \$15 per day without a receipt, claims in excess of \$15 per day requires a receipt. At the agency's discretion, the department head may implement an agency wide policy requiring receipts for all public transportation request less than \$15 per day.

### **PARKING:**

#### **Airport Parking Contracts:**

#### **Baton Rouge Airport:**

Documentations required to receive the contract price of \$3.50 per day (no receipts required) for parking in the indoor parking garage as well as the outside fenced parking lot at the Baton Rouge Airport. State ID and Baton Rouge Airport certificate. This certificate must be completed and presented when exiting the parking area at Baton Rouge Airport. Therefore, the traveler must have both this certificate and their State ID badge to receive the state rate. For any agency that does not issue ID badges, the employee must present this certificate along with a business card and driver's license. certificate may be obtained at: <http://www.doa.louisiana.gov/osp/travel/parking.htm> 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 \$7.00 per day, \$42.00 weekly at Park' N Fly (no receipt required).

Park' N Fly requires state issued photo ID, or valid ID with a state business card, and a tax exemption form if reservation is not made on website, which is located at: <http://www.doa.louisiana.gov/osp/travel/parking.htm> . At the agency discretion an employee may be paid actual expenses up to \$7.00 per day with a receipt.

### **For parking 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**

(These charges are while in travel status only)

#### **Telephone**

#### **Official State Business:**

All business communication cost may be reimbursed, receipts required.

#### **Personal Calls:**

**Domestic Overnight Travel:** up to \$3.00 for 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 for 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.

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

A department may implement a stricter policy for reimbursement of Internet charges. (Receipts Required)

#### **BAGGAGE TIPS:**

**Hotel Allowances** – Up to \$3 tip per hotel check-in and \$3 tip per hotel checkout, if applicable.

**Airport Allowances** – Up to \$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 the second checked bag for a 6 – 10 day business trip and/or any additional baggage which is business related and required by the department.

#### **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 authorized by the Commissioner of Administration or, for Higher Education, the entity head or his/her designee, 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.**



**Web Site:**

[www.doa.louisiana.gov/osp/travel](http://www.doa.louisiana.gov/osp/travel)

# LOUISIANA STATE EMPLOYEES FISCAL YEAR 2013-2014

## POCKET GUIDE TO TRAVEL REGULATIONS

For more detailed guidelines,  
refer to PPM No. 49 - General  
Travel Regulations  
(Effective July 1, 2013)

**ALL AIRFARE MUST BE BOOKED  
THROUGH SHORT'S TRAVEL AGENCY.  
SEE BELOW**

### **CONTRACTED TRAVEL AGENCY**

**SHORT'S TRAVEL MANAGEMENT d/b/a  
SHORTS TRAVEL SERVICE**

Waterloo, IA

Toll free (888) 846-6810

Fax: (319) 433-0847

Email: [state@shortstravel.com](mailto:state@shortstravel.com)

Website: [www.shortstravel.com/la](http://www.shortstravel.com/la)

**\*\* PLEASE NOTE THAT THERE IS A \$15 CHARGE  
PER CALL FOR AFTER HOUR EMERGENCY  
SERVICE 1-888-846-6810**

After 5 p.m. and on weekends. **This service is for emergency travel only and not for booking advanced travel.**





# Appendix C: Executive Order No. BJ 2010-16 (Small Purchase Procedures)





## EXECUTIVE DEPARTMENT

Executive Order No. BJ 2010 - 16

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### *SMALL PURCHASE PROCEDURES*

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- 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. BJ 08-67 signed on August 22, 2008, 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 update Executive Order No. BJ 08-67 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 the 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, small entrepreneurships, and veterans or service-connected disabled veteran-owned 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), 5(A)(26), and 5(A)(30) 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;
- D. “Veteran and Service-Connected disabled Veteran-Owned Small Entrepreneurship” means a business certified as a veteran and service-connected disabled veteran-owned small entrepreneurship by the Department of Economic Development, in accordance with the provisions of the Louisiana Initiative for Veteran and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (The Veteran Initiative), R.S. 39:2176; and
- E. “Louisiana authorized dealer” means a company that satisfies the requirements of a resident business as 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 five thousand dollars (\$5,000) per single purchase transaction.
- B. Price quotations shall be solicited from three (3) or more bona fide, qualified vendors for purchases exceeding five thousand dollars (\$5,000) but not exceeding fifteen thousand dollars (\$15,000).
  - 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, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned 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. When the price is determined to be reasonable, the requirement to solicit three (3) quotations may be waived when making purchases from a small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned small entrepreneurship that is currently certified by the Louisiana Department of Economic Development,. 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.
  - 3. Soliciting three (3) 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. Price quotations shall be solicited from five (5) or more bona fide, qualified vendors for purchases exceeding fifteen thousand (\$15,000) but not exceeding twenty-five thousand dollars (\$25,000).
  - 1. 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, small entrepreneurships, or veteran or service-connected disabled veteran-owned small entrepreneurships. 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.
  - 2. The requirement to solicit certified small and emerging businesses, small entrepreneurships, or veteran or service-connected disabled veteran-owned small entrepreneurships is waived for those agencies that post on LaPAC, Louisiana's internet based system for posting vendor opportunities and award information.
  - 3. A minimum of three (3) working days shall be allowed for receipt of quotations.
  - 4. 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.

**SECTION 5:**

Except as provided in subsection A(14), A(24), A(26), or A(30) 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 obtained 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;
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 holders;
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 for 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 are part of the regularly prescribed course;
17. Shipping charges and associated overseas screening and broker fees 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, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned 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 after 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, such as, 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. not to exceed twenty-five thousand dollars (\$25,000) per transaction;
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, a small entrepreneurship, or a veteran or service-connected disabled veteran-owned 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. FAA PMA approved aircraft parts and/or repairs, inspections, and modifications performed by an FAA-certified mechanic and/or at an FAA certified repair station in accordance with FAA requirements with approval by the head of the agency or head of the Office of Aircraft Services, Division of Administration.
  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:** Executive Order No. BJ 08-67 is superceded by this Order .

**SECTION 9:** 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 27th day of August, 2010.

**/S/Bobby Jindal** \_\_\_\_\_  
**GOVERNOR OF LOUISIANA**

**ATTEST BY**  
**THE GOVERNOR**

**/S/Jay Dardenne** \_\_\_\_\_  
**SECRETARY OF STATE**

# Appendix D: 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).

**§303. Department of State Non-Statutory Fee Schedule**

A. The Department of State has established the following schedule of fees to be charged for various filings and services by the Department of State.

Item	Cost
Miscellaneous Certificates	\$20
Replacement Commission Certificates	15
Certified Copies Amended	25
Copies Amended	25
Powers of Attorney	25
Business Opportunity Agents	15
Name Reservations	25
Trade Name Reservations	25
Partnerships	100
Foreign Partnerships	150
Special Handling	30
Vital Records Certified/Uncertified	10
Limited Liability Companies	75
Appointment of Registered Agent, New Officers or Directors	25
Resignation of Agent, Officer or Director	25
Change of Domicile	25
Change of Address	25
Supplemental Initial Report	25
Microfilm per 35mm reel, shipping included	25
Microfilm per 16mm reel, shipping included	20
Document Certification	15
Pension Applications per 10 pages or any part thereof	10
Military Records per 25 pages or any part thereof	10
Legislative Audio Tape, tape provided by Archives	15
Legislative Audio Tape, tape provided by patron	10
5x7 Photo Reproduction	15
8x10 Photo Reproduction	25

AUTHORITY NOTE: Promulgated in accordance with R.S. 49:222.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, LR 12:689 (October 1986), amended LR 29:372 (March 2003).

**Chapter 5. Incentive Award Program**

**§501. Definitions**

*Agency*—any unit within government that employs classified state civil service employees and has an identifiable self-contained budget or has its financial records maintained according to an accounting system which identifies, to the satisfaction of the legislative auditor, the expenditures and receipts properly attributable to that unit.

*Agency Employee Incentive Award Committee (agency committee)*—a committee created within an agency that has had its structure approved by the State Employee Incentive Award Committee.

*Application*—the submittal of a suggestion, on the prescribed form, to an incentive award committee.

# Appendix E: Election Time and Expense Report



A fillable version of this form can be  
found on the [LASOS Clerk Portal](#)



# ELECTION TIME AND EXPENSE REPORT

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

Date: \_\_\_\_\_

Payee's Name:*		Payee's Parish:*	
Payee's Title:*		Payee's SSN #:*	
Payee's Address:*			
	<small>Street</small>	<small>City</small>	<small>State</small> <small>Zip Code</small>
Payee Start Date:*		Was Payee Employed After March 31, 1986?*	Is Payee a Member of the COC Retirement System?*
Payee Type:*		Parish Board of Election Supervisor Type:	
Employer's Name:*		Employer's Phone #:*	
Employer's Address:*			
	<small>Street</small>	<small>City</small>	<small>State</small> <small>Zip Code</small>

### Time Ledger

Date	Time-In	Time-Out	Total Hours	Hours		Duties Performed
				Regular	Overtime	
<b>Total:</b>						

### Flat Rate Pay Ledger

Rate per Day/Event	# of Days/Locations	Dates	Total	Duties Performed

### Travel Ledger

DATE	HOUR		ODOMETER READING		MILES TRAVELED	TERRITORY TRAVELED (SHOW ALL POINTS VISITED)
	DEP.	ARR.	DEP.	ARR.		
<b>TOTAL MILES TRAVEL:</b>						

By my Signature below, I certify that the information on this form is accurate and true.

X \_\_\_\_\_  
Payee Signature\*
PRINTED NAME\*

X \_\_\_\_\_  
Approving Authority\*
PRINTED NAME\*

ACCOUNTING USE

EMPLOYEE'S RATE OF PAY:		EMPLOYEE'S OVERTIME RATE OF PAY:	
REGULAR HOURS @		PER HOUR:	
OVERTIME HOURS @		PER HOUR:	
TOTAL MILES TRAVELED @	TOTAL MI:	FLAT RATE PAY:	
<b>SUBTOTAL:</b>			
PAY AMOUNT SUBJECT TO FICA:		PAY AMOUNT SUBJECT TO MEDICARE:	
FICA:		MEDICARE:	
<small>(Grand Total = Subtotal + FICA &amp; Medicare + Total Amount for Travel Miles)</small> <b>GRAND TOTAL:</b>			

# Appendix F: Expense Reimbursement Form



A fillable version of this form can be found on the [LASOS Clerk Portal](#)





# Appendix G: Expense Approval Request Form



A fillable version of this form can be found on the Clerk Portal



# Expense Approval Request Form

Elections Division  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
225-922-0900 (o)  
225-922-0945 (f)

Date of Request: \_\_\_\_\_

Parish: \_\_\_\_\_

Office Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## Expense Request Details:

## Expense Request Justification:

## Please Attach Any Necessary Documentation

### SOS OFFICE USE ONLY

Approved	Denied	_____ Reason
_____ Authorized Signature		_____ Date

