

**Overtime Pay:** If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 ½) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. All overtime must be pre-authorized from your supervisor. If an employee works overtime without approval, the overtime will be paid; however, the employee may be subject to disciplinary action. Only hours actually worked count towards whether an employee is entitled to overtime. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, sick leave, or bereavement leave, these hours will not be counted as hours worked for the purpose of computing eligibility for overtime pay. Salaries are based on a 40 hour work week and all overtime must be approved. The Bureau work week is from Saturday through Friday. Since overtime often occurs during the weekend this allows the employee to flex the hours later in the week.

All non-exempt employees are expected to work a minimum of 37.50 hours per week, 7.50 hours per day. All overtime must be approved in advance by your supervisor. Your supervisor must approve any deviations from a 7.50 hour workday.

**Compensatory Time Off (Comp Time)/Flex Time:** The Bureau does not offer compensatory time off to any non-exempt employee in lieu of payment for overtime hours worked. However, each department can flex or rearrange an employee's hours within a work week to prevent overtime from being worked. As an illustration, an employee who works 40 hours during the first four days of a five day schedule can be required to take the fifth day off so as to avoid working any overtime hours that week. All flex time **MUST** be planned and approved by your direct supervisor.

**Travel Policy:** All travel must be approved in advance on the "Authority to Travel" form, found in Appendix A. Reimbursable expenses are as follows:

1. Transportation
  - a. Private automobile: The Bureau will pay the current automobile mileage rate authorized by the IRS for official travel requiring the use of a private automobile when a Bureau vehicle is unavailable, unless it is determined that it is less expensive to rent a vehicle. Mileage reimbursements shall be calculated based on the round-trip distance between the regular workstation and the business or training location. Parking and tolls will be reimbursed pursuant to the "Travel Expense Report," found in the Appendix, with supporting receipts and logs attached.
  - b. Bureau vehicle: In order to drive a Bureau vehicle, employees must be approved by the supervisor and have all pertinent information on file with the vice-president of finance & administration. Non-employees are not to drive a Bureau vehicle without special approval from the president. A non-employee must sign a statement acknowledging the fact that the Bureau assumes no liability for any loss, injury, or death resulting from said travel. All vehicles authorized to be taken to an employee's domicile are restricted to use for transportation to and from the employees domicile, and for OFFICIAL BUSINESS ONLY. Stops at convenience stores and similar business along the normal route to and from one's domicile are permitted.
  - c. Commercial airline: Employees shall utilize a local travel agent whenever possible. Tickets should be purchased in advance to obtain the lowest fare available. Only "coach" flights will be authorized.
2. Hotel Accommodations:
  - a. The Bureau expects its employees to be lodged at the host hotels when attending conferences and conventions. Employee safety is the number one concern for the Bureau and all employees are instructed not to compromise safety to reduce lodging expenses. The Bureau will pay the actual cost for lodging, provided that the official who authorized the travel shall review these costs for reasonableness. A Bureau credit card may be used to pay for the daily rate, taxes, parking, and deposits. *Original itemized hotel bills must be submitted with the credit card receipt fully documented and coded with the Travel Expense Report.*

3. Meals
  - a. Personal meals will be paid for out of town travel based on the current year's domestic *per diem* rate (*no receipt required*). Request for a meal advance should be made in advance on a check request with the reason for the trip and number of days noted. An exception can be made in high-cost areas (*receipts will be required*). In locations that the cost of meals exceeds per-diem per day, the number of meals claimed must be shown on your travel report.
  - b. Meal tips are included in meal *per-diems*.
  - c. Traveler may be reimbursed for meals according to the work/conference schedule.
4. Miscellaneous Tips
  - a. A reasonable amount will be reimbursed for tip expense. Baggage tips standard is \$2 per bag, each way at hotel and airport. Valet parking tips standard is \$2 per in and \$2 per out. Tips to maids are not reimbursable.
5. Miscellaneous
  - a. Taxis and other local transportation will be paid at actual cost.
  - b. Car rental expenses will be reimbursed at actual cost with the approval of the official who authorized the travel. Travelers should rent cars only when a Bureau vehicle is unavailable, more costly, or impractical. **Always purchase the full insurance coverage offered by the rental company.** The use of a rented car must be justified as a business need and not as a matter of personal convenience. All rentals should be for mid-size cars, unless three or more people are traveling together or luggage requirements dictate a larger size. A Bureau credit card may be used to pay for the approved use of a rental car. The original car rental contract must be submitted with the credit card receipt fully documented and coded with the Travel Expense Report.
  - c. Vacation or personal trips in conjunction with travel shall require special authorization from the president. Expenses incurred in conjunction with the vacation or personal portion of the trip are not reimbursable.
  - d. Non-employees traveling with employees on business travel shall require special authorization from the president. A passenger must sign a statement acknowledging the fact that the Bureau assumes no liability for any loss, injury, or death resulting from said travel.
  - e. The Bureau is not responsible for lost luggage. As such, we strongly encourage you to carry on board all essentials to your business trip.
6. Non-Reimbursable Expenses: The following expenses are not reimbursable:
  - a. Personal articles (toiletries, clothing)
  - b. Shoe shines
  - c. Laundry (unless an emergency or extended stay of more than 7 days)
  - d. Traffic fines
  - e. Refreshments and snacks
  - f. Hotel room movies
  - g. All other non-business, non-training or personal expenses
7. Travel Advances
  - a. Travel advances will be granted upon proper approval and the signing of the Authority to Travel form by the traveler.

b. Travelers are expected to minimize their usage of cash for reimbursable expenses. Cash advances are only available to employees who are traveling out-of-town and expect to incur out-of-pocket expenses. **Cash advances are limited to \$150.00 per trip** (exception: extensive travel).

c. Travel advances will **not** be granted to anyone who has a **previous advance outstanding** at the time of the present request.

#### 8. Reimbursement Procedures

##### a. Travel Expense Report

1. Within ten (10) working days after the completion of authorized travel, the traveler shall complete the Travel Expense Report, attaching to it all necessary supporting receipts, expense logs and the approved Authority to Travel form.

2. Any expenditure in excess of those that would normally be incurred by a prudent person should be explained in writing.

3. The official who authorized the travel shall review the Travel Expense Report before approving it and shall assure that all necessary supporting documents are attached before it is forwarded to the Finance Director.

4. The Finance Director shall review the Travel Expense Report and supporting documentation for reasonableness, accuracy and compliance with this procedure. The Finance Director may request additional information from the traveler, if required, or reject any reimbursement request which does not comply with this and future procedures as told to the employee prior to action. *Only legitimate business expenses are to be paid by the Bureau. Altered or mutilated receipts will not be accepted.*

##### b. Reimbursement

1. If a travel advance was received and is greater than the actual reimbursable expenses of the trip, the Travel Expense Report shall be accompanied by payment to the Bureau for the difference.

2. If no travel advance was received or if the advance was less than the actual reimbursable expenses of the trip, the Travel Expense Report shall be completed to show the amount due the traveler for all eligible costs not previously advanced.

3. All forms, including travel reimbursement forms, are available in Accounting Department. Please make sure you are familiar with them.

THE PRESIDENT RESERVES THE RIGHT TO DISALLOW ANY ITEM SUBMITTED FOR REIMBURSEMENT NOT COVERED IN THIS POLICY. IF YOU HAVE QUESTIONS ABOUT ALLOWABLE EXPENSES, PLEASE ASK BEFORE YOU SPEND THE MONEY.

#### **Alcoholic Beverage/Drug Policy:**

The following rules represent the Bureau's policy concerning drug/alcohol use and abuse. They will be enforced uniformly with respect to all employees. Any contravention of these rules may result in disciplinary action, up to and including termination.

The term "illegal drug" means any drugs or other similar substances the possession, use, concealment, transportation, promotion, purchase or sale of which is made illegal by any law of the United States or any regulation of any U.S. department, subdivision or agency or by any applicable state law or regulation.

The term "controlled substance" means any drugs, substances or items which are defined or listed as a controlled substance by any law of the United States or any regulation of any U.S. department, subdivision or agency or by an applicable state law or regulation. The term "controlled substance" specifically includes, but is not limited to, any

drugs, substances or items which are defined or listed as controlled substances in 21 U.S.C. 812 and/or 21 CFR Part 1308.

You are prohibited from using, consuming, or being under the influence (in any form) or possessing on the Bureau's premises an illegal drug or non-prescribed controlled substance.

You are prohibited from using, consuming, or being under the influence of alcohol (in any form) while at the office performing Bureau business. The Bureau recognizes that alcohol may be available for use/consumption, at your own cost, at Bureau gatherings away from the office (e.g., receptions, FAM tours, trade shows, etc.). Under no circumstances shall you become intoxicated while engaged in Bureau business. And under no circumstances shall you consume any alcohol and drive a Bureau vehicle.

The Bureau will seek sponsors for alcoholic beverages to be served at business receptions for travel agents, tour operators, meeting planners, media and industry professionals. The Bureau staff may purchase no more than two (2) alcoholic beverages for business clients. All receipts must be properly documented including the name(s) of clients and the business conducted.

If as a result of post-accident or any other testing there is 0.08 percent or more by weight of alcohol in your blood, it shall be presumed that you are/were intoxicated.

If you become intoxicated while engaged in Bureau business, it will be presumed that you are not in pursuit of the Bureau's business interest and are therefore outside the course and scope of your employment.

The Bureau will, in accordance with La. R.S. 49:1015(B), require samples from prospective employees, as a condition of hiring, to test for the presence of drugs.

The Bureau may require, in accordance with La. R.S. 49:1015(A) and as a condition of continued employment, samples from employees to test for the presence of drugs:

1. following an accident during the course and scope of employment;
2. under other circumstances which result in reasonable suspicion that drugs are being used; or
3. As a part of a monitoring program established by the Bureau to assure compliance with the terms of a rehabilitation agreement.

All drug testing shall, in accordance with La. R.S. 49:1015(D), comply with the applicable provisions of La. R.S. 49:1001-1015 and this Policy shall constitute the Bureau's written policy as is referred to in La. R.S. 49:1015(D).



Shreveport-Bossier Convention & Tourist Bureau

**SEE IT. BET IT. TASTE IT.**

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