

ST. HELENA PARISH POLICE JURY

INVESTIGATIVE AUDIT SERVICES

Issued July 29, 2026

**LOUISIANA LEGISLATIVE AUDITOR
1600 NORTH THIRD STREET
POST OFFICE BOX 94397
BATON ROUGE, LOUISIANA 70804-9397**

LEGISLATIVE AUDITOR
MICHAEL J. "MIKE" WAGUESPACK, CPA

ASSISTANT LEGISLATIVE AUDITOR FOR INVESTIGATIONS
ROGER W. HARRIS, J.D., CCEP, CFI

INVESTIGATIVE AUDIT SENIOR MANAGER
GREGORY CLAPINSKI, CPA, CFE

INVESTIGATIVE AUDIT TEAM
JOHN SPANN

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July 29, 2026

**THE HONORABLE QUANIKA MUSE, PRESIDENT
AND MEMBERS OF THE
ST. HELENA PARISH POLICE JURY**
Greensburg, Louisiana

We are providing this report for your information and use. This investigative audit was performed in accordance with Louisiana Revised Statutes 24:513, *et seq.* to determine the validity of complaints we received. The procedures we performed primarily consisted of making inquiries and examining selected financial records and other documents.

The accompanying report presents our findings and recommendations as well as management's response. This is a public report. Copies of this report were delivered to the District Attorney for the 21st Judicial District of Louisiana and others as required by law.

Respectfully submitted,



Michael J. "Mike" Waguespack, CPA
Legislative Auditor

MJW/aa

STHPPJ



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EXECUTIVE SUMMARY

Police Jury Improperly Used Public Funds for Celebratory Functions

The St. Helena Parish Police Jury (SHPPJ) spent funds totaling \$22,156 for Christmas parties in 2024 and 2025. Records show that SHPPJ solicited and received donations totaling \$9,100 from vendors and business partners specifically to fund these Christmas parties. Although SHPPJ may accept donations, once accepted, those funds become public funds and must be used in furtherance of the public purpose for which SHPPJ was created. By using public funds for celebratory functions, including funds solicited and received specifically for that purpose, SHPPJ employees and officials may have violated the Louisiana Constitution, which prohibits the donation of public funds, and state law.

Travel Substantially Exceeded Budgeted Amounts

Records show that SHPPJ exceeded its total travel budget by a combined 155% for the fiscal years ended December 31, 2024, and December 31, 2025. According to travel records, SHPPJ employees and officials attended a total of 27 out-of-town conferences during this period, including nine instances in which six or more employees/officials attended the same conference. In addition, from February 2025 to December 2025, SHPPJ issued six travel advance payments to employees/officials totaling \$9,740; however, these employees/officials failed to timely reimburse \$5,812 for the unused portions of the advances. Records also show that SHPPJ paid \$5,000 to reserve tables for employees/officials while they attended fundraisers during the Louisiana Legislative Black Caucuses in 2024 and 2025. By failing to timely account for and reimburse unused travel advances, and by using public funds to reserve tables at fundraisers, SHPPJ employees and officials may have violated the Louisiana Constitution and state law.

BACKGROUND AND METHODOLOGY

St. Helena Parish (Parish) is located in southeast Louisiana and has a population of 10,920 (2020 Census). The Parish is governed by the St. Helena Parish Police Jury (SHPPJ), which is comprised of six jurors representing the various Parish districts. SHPPJ has various powers as set forth in Louisiana Revised Statute 33:1236, *et seq.*, including the ability to regulate the construction and maintenance of roads and bridges throughout the Parish.

In September 2025, the Louisiana Legislative Auditor (LLA) received multiple complaints regarding SHPPJ's use of public funds. LLA initiated this audit to determine the validity of those complaints.

The procedures performed during this audit included:

- (1) interviewing SHPPJ employees and officials;
- (2) interviewing other persons, as appropriate;
- (3) examining selected SHPPJ documents and records; and
- (4) reviewing applicable state laws and regulations.

FINDINGS AND RECOMMENDATIONS

Police Jury Improperly Used Public Funds for Celebratory Functions

The St. Helena Parish Police Jury (SHPPJ) spent funds totaling \$22,156 for Christmas parties in 2024 and 2025. Records show that SHPPJ solicited and received donations totaling \$9,100 from vendors and business partners specifically to fund these Christmas parties. Although SHPPJ may accept donations, once accepted, those funds become public funds and must be used in furtherance of the public purpose for which SHPPJ was created. By using public funds for celebratory functions, including funds solicited and received specifically for that purpose, SHPPJ employees and officials may have violated the Louisiana Constitution,¹ which prohibits the donation of public funds, and state law.²

Several *Attorney General (AG) Opinions*³ address employee meals and parties and generally opine that such expenditures are an improper use of public funds and may violate Article VII, Section 14(A) of the Louisiana Constitution. These opinions state that meals may be provided at meetings and certain business-related functions, but social functions benefiting employees are not an acceptable public purpose. In addition, *AG Opinion 99-358* provides, in part, "...it is the opinion of this office that the Commission can use its funds to host a luncheon for the dignitaries enumerated above under the following condition...public funds are not used for the purchase of alcohol." Based on these opinions, SHPPJ management may have violated the Louisiana Constitution by using public funds for employee Christmas parties and related celebratory activities. In addition, *AG Opinion 15-0001* provides that a public entity may accept donations from private entities and individuals; however, any funds received from such donations must be used in furtherance of the public purpose for which the public entity was created. Accordingly, the fact that funds were donated by vendors and business partners would not relieve SHPPJ of its obligation to ensure that such funds were expended for a lawful public purpose.

SHPPJ records show that former Police Jury President Ryan Byrd and Secretary-Treasurer Sharonda Brown cosigned a letter issued to "esteemed vendors and business partners," requesting donations for the 2025 Employee Appreciation and Christmas Party (Christmas party). According to the letter, contributions received would be used to cover costs related to entertainment, food, drinks, gifts, decorations, and other essential expenses. The letter indicated that all contributors would be recognized at the event. Although the letter was not dated, it appears to have been issued sometime in October 2025 because SHPPJ received contributions totaling \$5,600, the first of which was dated October 13, 2025. SHPPJ did not provide a letter requesting contributions for the 2024 Christmas party; however, records show that SHPPJ received contributions totaling \$3,500.

Although SHPPJ received contributions totaling \$9,100 for Christmas parties in 2024 and 2025, records show that SHPPJ incurred expenses totaling \$22,156 for the Christmas parties, exceeding contributions by \$13,056. As a result, SHPPJ funds were used to pay more than half of the Christmas party expenditures. These expenditures included \$3,475 for alcohol purchases. SHPPJ incurred expenses totaling \$7,559 for the 2024 Christmas party, which included alcohol, event planning and catering charges, a photographer, and party supplies. SHPPJ incurred expenses totaling \$14,597 for the 2025 Christmas party. These expenses included alcohol, event planning, catering, photography, live entertainment (band), a food and beverage server, and promotional products.

Ms. Brown told us that SHPPJ has held a Christmas Employee Appreciation Party (Christmas party) for several years. According to Ms. Brown, she and then-SHPPJ President Ryan Byrd sent a letter to vendors and business partners requesting donations to fund the 2025 Christmas party, which was held on December 6, 2025. The Christmas party was open to all employees, police jurors, constables, donors and their plus-ones (guests) and included more than 100 attendees. Ms. Brown stated that costs included a live band, catered food, drinks (alcohol and soft drinks), gifts for employees, decorations, and a party planner to organize the event. Ms. Brown further stated that she believed it was permissible to use donations to fund a Christmas party.

We spoke with three current police jurors regarding the Christmas parties. According to one police juror, Ms. Brown told him that donations funded the Christmas party; however, information regarding Christmas party expenditures was not provided to the police jurors during their meetings. The two other police jurors told us they were not aware that SHPPJ solicited and received donations from vendors for the Christmas party. Both stated that the police jurors used their personal funds to pay for Christmas parties in the past, and that the police jurors had not approved the use of public funds to purchase alcohol. By using public funds for Christmas parties and celebratory functions, SHPPJ employees and officials may have violated the Louisiana Constitution,¹ which prohibits the donation of public funds, and state law.²

Travel Substantially Exceeded Budgeted Amounts

Records show that SHPPJ exceeded its total travel budget by a combined 155% for the fiscal years ended December 31, 2024, and December 31, 2025. According to travel records, SHPPJ employees and officials attended a total of 27 out-of-town conferences during this period, including nine instances in which six or more employees/officials attended the same conference. In addition, from February 2025 to December 2025, SHPPJ issued six travel advance payments to employees/officials totaling \$9,740; however, these employees/officials failed to timely reimburse \$5,812 for the unused portions of the advances. Records also show that SHPPJ paid \$5,000 to reserve tables for employees/officials while they attended fundraisers during the Louisiana Legislative Black Caucuses in

2024 and 2025. By failing to timely account for and reimburse unused travel advances, and by using public funds to reserve tables at fundraisers, SHPPJ employees and officials may have violated the Louisiana Constitution¹ and state law.²

We reviewed SHPPJ's approved budgets for the fiscal years ended December 31, 2024, and December 31, 2025. According to these budgets, each department within the General Fund (e.g., Government Body, Financial Administration, Homeland Security), had a line item for travel expenses. We combined the travel expense line-items for all departments within the General Fund budgets for both years and compared the totals to actual travel expenses for both years. We found that SHPPJ budgeted a total of \$81,100 (\$25,100 for 2024 and \$56,000 for 2025) for travel expenses within the General Fund and spent a total of \$206,578 (155% over budget) for the two-year period (see table below).^A

2024 Travel Expenses: Budget vs. Actual			
Account	Amount Approved in Budget	Actual	Amount Spent in Excess of Budget
Government Body-Travel (Police Jury)	\$4,500.00	\$27,445.17	\$22,945.17
Civ. Court- Official Travel	700.00	2,557.11	1,857.11
Registrar of Voters- Travel	3,500.00	1,004.51	-2,495.49
Financial Administration-Travel	5,700.00	21,283.35	15,583.35
General Government Building- Travel	1,500.00	1,106.42	-393.58
Building Department-Travel	3,000.00	7,173.89	4,173.89
Homeland Security-Travel	6,200.00	11,735.17	5,535.17
Miscellaneous/Other	0.00	15,810.33	15,810.33
TOTAL	\$25,100.00	\$88,115.95	\$63,015.95

^A Each table includes a "Miscellaneous/Other" line item. Expenses included in this category were either travel expenses coded to non-travel related accounts, or travel expenses incurred by personnel in a department that had no funds budgeted for travel.

2025 Travel Expenses: Budget vs. Actual			
Account	Amount Approved in Budget	Actual	Amount Spent in Excess of Budget
Government Body-Travel (Police Jury)	\$20,000.00	\$38,163.76	\$18,163.76
Civ. Court- Official Travel	1,000.00	1,536.60	536.60
Registrar of Voters- Travel	1,000.00	3,651.61	2,651.61
Financial Administration-Travel	15,000.00	25,396.83	10,396.83
General Government Building- Travel	1,500.00	0.00	-1,500.00
Building Department-Travel	7,500.00	5,528.86	-1,971.14
Homeland Security-Travel	10,000.00	20,603.43	10,603.43
Miscellaneous/Other	0.00	23,581.60	23,581.60
TOTAL	\$56,000.00	\$118,462.69	\$62,462.69
Two-Year TOTAL	\$81,100.00	\$206,578.64	\$125,478.64

Based on the information provided in the table above, the Government Body (police jurors), Financial Administration, and Homeland Security departments had the largest unfavorable budget variances. Travel records show that the Homeland Security Director attended 18 conferences, the Secretary-Treasurer attended 17 conferences, and one police juror attended 11 conferences during the two-year period at a total cost of \$77,682. In addition, we noted instances in which several SHPPJ employees/officials attended the same conference (see table below). We found nine instances in which six or more employees/officials attended the same conference (see table below). For example, records show that seven employees/officials attended the National Association of County Officials Conference in Tampa, FL from July 11, 2024, through July 16, 2024, at a total cost of \$23,399.

Fiscal Year	Dates	Location	No. of Attendees	Total Cost
2024	2/7/2024	Baton Rouge, LA	3	\$317.66
2024	2/20/2024 - 2/21/24	Baton Rouge, LA	1	507.76
2024	2/27/24 - 3/1/24	Lake Charles, LA	7	11,024.93
2024	3/12/24 - 3/14/24	Baton Rouge, LA	4	1,909.70
2024	3/18/24 - 3/20/24	Lafayette, LA	1	1,020.72
2024	4/30/24 - 5/1/24	Baton Rouge, LA	3	1,338.08
2024	5/6/24 - 5/9/24	Lake Charles, LA	4	4,118.13
2024	6/5/2024	Lafayette, LA	1	527.60
2024	6/5/24 - 6/9/24	Atlanta, GA	4	11,082.63
2024	7/11/24 - 7/16/24	Tampa, FL	7	23,399.88
2024	7/30/24 - 8/2/24	Lafayette, LA	3	2,589.83
2024	8/16/24 - 8/20/24	Chicago, IL	8	14,913.47
2024	10/21/24 - 10/23/24	Lafayette, LA	3	\$1,424.00

Fiscal Year	Dates	Location	No. of Attendees	Total Cost
2024	11/13/24 - 11/14/24	Lake Charles, LA	3	2,447.11
2024	11/29/24 - 12/1/24	New Orleans, LA	7	8,452.57
2025	2/12/25 - 2/14/25	Baton Rouge, LA	8	6,856.90
2025	3/1/25 - 3/5/25	Washington DC	4	17,845.58
2025	3/17/25 - 3/19/25	Lake Charles, LA	1	879.06
2025	4/14/25 - 4/17/25	New Orleans, LA	4	7,085.01
2025	5/5/25 - 5/8/25	Lake Charles, LA	5	5,806.82
2025	5/28/25 - 6/1/25	Birmingham, AL	6	16,828.02
2025	7/11/25 - 7/15/25	Philadelphia, PA	8	22,958.51
2025	8/5/2025 - 8/8/25	Chicago, IL	1	2,016.18
2025	10/8/25 - 10/10/25	Baton Rouge, LA	4	1,834.39
2025	10/20/25 - 10/22/25	Lafayette, LA	6	4,176.26
2025	11/28/25 - 11/30/25	New Orleans, LA	13	18,917.18
2025	12/9/25 - 12/12/25	New Orleans, LA	5	4,402.04
Total				\$194,680.02

Ms. Brown stated that SHPPJ knows which conferences they will attend each year, so the budget is created to reflect the expected cost of travel. She stated that the Police Jury approves proposed travel expenses during their meetings, but the police jurors don't necessarily know if sufficient funds are available on specific travel line items when they approve proposed travel. Ms. Brown further stated that the Police Jury has had to amend the travel budget every year.

Officials and Employees Failed to Timely Reimburse Travel Advances

SHPPJ's Employee Handbook and Personnel Policy provides that advances for travel expenses must be approved by the Police Jury, and that a contract must be completed, signed, and submitted before an advance check can be written. Whether an employee/official receives a travel advance or seeks reimbursement, the employee/official must complete a Travel Warrant with all documentation (receipts) within 14 days of returning from travel.

According to Ms. Brown, the employee/official traveling is responsible for determining the appropriate amount of advance funds for meals, mileage, and incidental expenses based on the destination and length of travel. The employee/official is then required to sign a contract indicating that the travel has been authorized, the advanced funds will be used strictly for the authorized event, and that the employee/official agrees to abide by SHPPJ's travel regulations. Ms. Brown further stated that if an employee/official incurs additional reimbursable expenses during travel, or does not use all of the advanced funds, the employee/official must complete a Travel Warrant to request additional reimbursement from SHPPJ or reimburse SHPPJ for any unused advanced funds.

During our review of SHPPJ travel records, we identified six travel advances issued to employees/officials totaling \$9,740 from February 21, 2025, to December 9, 2025, that resulted in unused funds totaling \$5,812. SHPPJ records show that some of these employees/officials failed to complete Travel Warrants to account for their use of the advances and did not timely reimburse SHPPJ for the unused funds prior to the beginning of our audit (see table below). After we began our audit, one employee made three reimbursements totaling \$1,490 between December 18, 2025, and May 6, 2026.

Status of Unused Travel Funds						
Date of Advance	Name	Advance	Unused Travel Funds	Amount Reimbursed	Date of Reimbursement	Amount Not Reimbursed
2/21/2025	Quanika Muse	\$2,000.00	\$1,346.47	\$0.00		\$1,346.47
2/21/2025	Ryan Byrd	2,000.00	1,497.10	0.00		1,497.10
2/21/2025	Warren McCray Jr	2,000.00	1,478.20	0.00		1,478.20
2/21/2025	Roderick Matthews	2,000.00	937.24	937.24	4/8/2026	0.00
8/4/2025	Roderick Matthews	1,067.17	214.40	214.40	12/18/2025	0.00
12/9/2025	Roderick Matthews	673.18	388.96	338.96	5/6/2026	0.00
	TOTAL	\$9,740.35	\$5,812.37	\$1,490.60		\$4,321.71

For example, travel records indicate that SHPPJ issued travel advances of \$2,000 each (\$8,000 in total) to three police jurors and the Director of Emergency Preparedness on February 21, 2025, to attend the National Association of Counties (NACO) Legislative Conference in Washington, DC from March 1, 2025, through March 5, 2025. When we first obtained travel records from SHPPJ, there were no travel contracts or Travel Warrants to support these advances. We requested documentation to support the travel advances, and approximately two weeks later the SHPPJ Accounting Manager provided unsigned and undated travel contracts for each advance and one undated Travel Warrant for the Director of Emergency Preparedness, which showed that he owed SHPPJ \$937 in unused advance funds. Records show that the Director of Emergency Preparedness reimbursed SHPPJ on April 8, 2026; however, the police jurors have not made any reimbursements.

The Accounting Manager stated that Ms. Brown instructed her to issue the \$2,000 travel advances in February 2025. She further stated that there was no documentation to support the travel advances, and that other travel expenses for the trip, including airfare and lodging, had already been paid using SHPPJ's debit card. The Accounting Manager also stated that the documentation supporting the travel advances, including the travel contracts and Travel Warrants, had been compiled after LLA requested supporting documentation.

Ms. Brown told us that Travel Warrants are completed by employees/officials on the "honor system" if the employee/official needs to be reimbursed for additional expenses incurred during travel or owes unused travel funds to SHPPJ. She could not recall why SHPPJ issued \$2,000 travel advances for the NACO Conference in February 2025 but suggested that the funds were used for lodging and car rental expenses. The Director of Emergency Preparedness stated he received the travel advance for lodging, meals, mileage, and a rental car. We also spoke with one of the police jurors who told us that he received the travel advance for his lodging costs. SHPPJ records show that all lodging costs, including advance deposits made on February 10, 2025 (11 days before the travel advances were issued) were paid via SHPPJ's debit card.

After we presented preliminary findings to SHPPJ management on July 9, 2026, Ms. Muse provided her written response and documentation which showed that she reimbursed the entire amount of unused travel funds (\$1,346.41) on July 21, 2026. Mr. Byrd and Mr. McCray, Jr., also provided written responses on July 23, 2026, which showed they are both in the process of repaying amounts owed for unused travel funds. Further, Mr. Matthews provided a written response and additional documentation which showed that he reimbursed all amounts of unused travel funds as of May 6, 2026.

Donation of Public Funds During Travel

Records show that several SHPPJ employees/officials attended the Louisiana Legislative Black Caucus (LLBC) in New Orleans, LA in 2024 (November 29 to December 1, 2024) and 2025 (November 28 to November 30, 2025). According to SHPPJ travel records, seven employees/officials attended in 2024 at a cost of \$6,952 and 13 employees/officials attended in 2025 at a cost of \$15,417. Travel costs included mileage, meals, and lodging. The supporting documentation maintained by SHPPJ did not provide a public purpose for the travel and did not include any agendas, conference schedules, or other documentation describing conference activities. Ms. Brown told us that SHPPJ employees/officials attended the LLBC conference to meet with legislators, attend LLBC board meetings and "fireside chats," and learn about and/or apply for legislative grants.

In addition to the costs described above, SHPPJ paid a total of \$5,000 (\$1,500 in 2024 and \$3,500 in 2025) to reserve tables at the Bayou Classic Scholarship Jazz Brunches hosted by the Louisiana Legislative Black Caucus Foundation (LLBCF). These events were held on November 30, 2024, and November 29, 2025, while SHPPJ employees/officials attended the LLBC Conference. According to LLBCF advertisements, the Bayou Classic Scholarship Jazz Brunches provide philanthropic support to college students attending Southern University A&M College and Grambling State University, including students who have aged out of foster care and first-generation college students. Ms. Brown told us that the funds used to reserve tables helped fund scholarships for college and high school students.

AG Opinion 16-0022 states that, for an expenditure or transfer of public funds to be permissible under Louisiana Constitution Article VII, Section 14(A), the public entity must have the legal authority to make the expenditure and must show: (i) a public purpose for the expenditure that comports with the governmental purpose which the public entity is legally authorized to pursue; (ii) that the public expenditure or transfer, taken as a whole, does not appear to be gratuitous; and (iii) that the public entity has a demonstrable, objective and reasonable expectation of receiving at least equivalent value in exchange for the expenditure of public funds.

Although providing funds for college scholarships is a worthwhile cause, these expenditures do not appear to comport with the governmental purpose SHPPJ is legally authorized to pursue. In addition, these expenditures appear gratuitous because SHPPJ had already provided each employee/official with a travel advance for meals during this period. Finally, SHPPJ has no expectation of receiving equivalent value for the expenditure of public funds. According to Ms. Brown, the funds were used to provide scholarships for college and high school students, none of which were St. Helena Parish citizens. By using public funds to reserve tables at the Bayou Classic Scholarship Jazz Brunches, SHPPJ management may have violated the Louisiana Constitution, which prohibits the donation of public funds.

Recommendations

We recommend SHPPJ consult with legal counsel to determine the appropriate actions to be taken, including the recovery of unused travel funds. SHPPJ should:

- (1) Consult with legal counsel regarding the solicitation and acceptance of donations from vendors, contractors, and business partners and develop policies governing such solicitations and donations to ensure compliance with applicable law and to avoid actual or perceived conflicts of interest;
- (2) Consult with legal counsel to determine whether any additional actions are necessary regarding donations solicited and received for the Christmas parties, including whether any funds should be returned to donors or otherwise disposed of in accordance with applicable law;
- (3) Implement written policies and procedures to ensure that SHPPJ expenditures comply with the Louisiana Constitution and state law;
- (4) Develop a comprehensive written travel policy that clearly identifies allowable expenses, approval procedures, payment methods, and documentation requirements. This policy should also require the timely (within 30 days of the end of the trip) reimbursement of unused travel funds, along with the submission of supporting documentation, including completed travel vouchers and detailed receipts;

- (5) Require proof of attendance for conferences by requiring employees and officials to certify their attendance at conference events and/or submit certificates of attendance issued by the conference;
- (6) Ensure that employees have a valid business purpose for travel; and
- (7) Provide the Police Jury with financial statements and budget-to-actual comparisons for all funds each month.

LEGAL PROVISIONS

¹ **Louisiana Constitution Article VII, Section 14(A)** states, "Prohibited Uses. Except as otherwise provided by this constitution, the funds, credit, property, or things of value of the state or of any political subdivision shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private."

² **Louisiana Revised Statute (La. R.S) 42:1461** states, "A. Officials, whether elected or appointed and whether compensated or not, and employees of any "public entity", which, for purposes of this Section shall mean and include any department, division, office, board, agency, commission, or other organizational unit of any of the three branches of state government or of any parish, municipality, school board or district, court of limited jurisdiction, or other political subdivision or district, or the office of any sheriff, district attorney, coroner, or clerk of court, by the act of accepting such office or employment assume a personal obligation not to misappropriate, misapply, convert, misuse, or otherwise wrongfully take any funds, property, or other thing of value belonging to or under the custody or control of the public entity in which they hold office or are employed. B. When, pursuant to a statute, ordinance, resolution, or contract or other agreement, a public entity, as defined in Subsection A, entrusts to a contractor or to a quasi-public entity of any kind the care, administration, allocation, or disposition of funds, property, or other things of value belonging to it or under its custody or control, the contractor or the quasi-public entity, and the officers and employees thereof personally, shall be deemed to have undertaken the obligation of a fiduciary with respect to such funds, property, or other things of value of the public entity. C. The breach of an obligation established under this Section gives rise to an action in favor of the public entity for the recovery of any such funds, property, or other things of value and for any other damages resulting from the breach. This action is prescribed by ten years, reckoning from the date on which the breach occurred."

³ **AG Opinion No. 03-0157** states, in part, "...Serving meals at brief meetings, particularly meetings that could be scheduled at times other than meal times appear unreasonable...Opinion Nos. 91-589-A and 76-1680, both of which determined that public funds cannot be utilized to defray the cost of Christmas parties for public employees... payment or reimbursement for food, drink, or the expenses associated with parties and other types of celebratory functions, from public funds, is improper under **La. Const. Art. VII, Sec. 14.**"

AG Opinion No. 08-0328 states, in part, "We are unable to find that a public purpose exists in hosting social gatherings for city employees despite the fact that you believe it likely that at most social gatherings town business will be discussed. Because no public purpose exists, it is unnecessary to continue with the Cabela's analysis. We have not been provided with any evidence that the city would receive anything at all, and certainly not equivalent value, for the funds it would spend providing food for its employees at social gatherings. This conclusion is consistent with past opinions of this office dealing with social functions."

APPENDIX A

Management's Response

St. Helena Parish Police Jury



17911 Hwy 43 N • Greensburg, LA 70441

Phone: (225) 222-4549 • Fax: (225) 222-6405 • sbrown@sthelenaparish.la.gov

[Jule C. Wascom, District 1](#)
[Warren McCray, Jr., District 4](#)

[Quanika H. Muse, District 2](#)
[Ryan Byrd, District 5](#)

[Willie Morgan, District 3](#)
[Doug Watson, District 6](#)

July 22, 2026

Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
Post Office Box 94397
Baton Rouge, Louisiana 70804-9397
Email: responses@lla.la.gov

RE: Response to Investigative Audit Draft Report

Dear Mr. Waguespack,

On behalf of the St. Helena Parish Police Jury, I am writing to officially respond to the findings presented in the investigative audit drafts, including "(Draft report) (7-9-26)". We appreciate the diligence of the Louisiana Legislative Auditor (LLA) in reviewing our records for the fiscal years ended December 31, 2024, and December 31, 2025.

The St. Helena Parish Police Jury is fully committed to transparency, accountability, and always doing what is right under the law. We take all findings seriously and have outlined our corrective action plan below to address these issues and prevent them from occurring in the future.

1. Addressing Excessive Travel Expenditures

- **Finding:** The draft report noted that the Parish exceeded its total travel budget by a combined 155% across the 2024 and 2025 fiscal years.
- **Corrective Action:** To ensure travel remains strictly within budget, we are implementing a new procedure where the Police Jury will be provided with detailed financial statements and budget-to-actual comparisons each month. This guarantees that jurors have accurate financial data to verify that sufficient funds are available before approving any proposed travel.

2. Timely Reimbursement of Travel Advances

- **Finding:** The LLA identified six travel advances issued between February 2025 and December 2025

that resulted in \$5,923 of unused funds that were not timely reimbursed.

- **Corrective Action:** The Parish is consulting with legal counsel to determine the appropriate actions for the recovery of all unused travel funds. We are also developing a comprehensive written travel policy that clearly identifies allowable expenses and strictly requires the reimbursement of any unused travel funds within 30 days of the end of a trip.

3. Compliance with the Louisiana Constitution Regarding Public Funds

- **Finding:** The report highlighted that \$5,000 in public funds was used in 2024 and 2025 to reserve tables at the Bayou Classic Scholarship Jazz Brunches.
- **Corrective Action:** We are implementing strict written policies and procedures to ensure all future Parish expenditures comply fully with the Louisiana Constitution and state law. Moving forward, we will mandate verifiable proof of attendance for all conferences and ensure all employees have a valid business purpose for travel.

4. Improper Use of Funds for Celebratory Functions

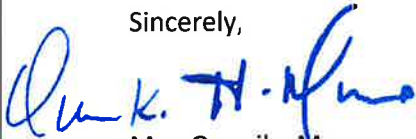
- **Finding:** The audit found that SHPPJ incurred expenses totaling \$22,156 for Christmas parties in 2024 and 2025, which exceeded solicited donations of \$9,100 from vendors and business partners. Furthermore, these expenditures included \$3,475 for alcohol purchases. As noted in the draft, accepted donations become public funds and must be used in furtherance of a public purpose. Attorney General Opinions 03-0157 and 08-0328 clarify that public funds cannot be utilized to defray the cost of Christmas parties or host social gatherings for employees.
- **Corrective Action:** The Parish will immediately cease the expenditure of any public funds—including donated funds—for employee celebratory functions and social gatherings. We recognize that such expenditures violate Louisiana Constitution Article VII, Section 14(A). We are also instituting a strict, permanent prohibition on the purchase of alcohol using any Parish funds. All future event planning and associated expenditures will undergo a rigorous review to verify a strictly lawful public purpose.

5. Modernizing Controls Through Technology and Automation

- **Corrective Action:** To strengthen our overall oversight and eliminate manual tracking errors across all departments, the Parish is actively leveraging modern accounting and management software to overhaul our workflows. We are integrating specialized software to automate travel request approvals, advance tracking, and post-travel reconciliations.
- **Automated Reporting & Alerts:** By applying automation to our internal reporting, the system will actively track all Parish expenditures and donations. The software will instantly flag upcoming 30-day deadlines for travel expense reconciliations, generate real-time budget-to-actual variance reports for monthly board reviews, and automatically alert administrative leadership to any outstanding reimbursements or unauthorized spending categories. This digital transition ensures full transparency, creates an unalterable audit trail, and guarantees that no compliance requirement gets missed.

The St. Helena Parish Police Jury recognizes the critical importance of safeguarding public funds and maintaining the trust of our citizens. We are moving swiftly to implement these recommendations, upgrade our tracking technology, and enforce rigorous internal controls.
Thank you for your guidance in helping us strengthen our parish operations.

Sincerely,

A handwritten signature in blue ink, appearing to read "Q. K. H. Muse", is written over the typed name.

Mrs. Quanika Muse

President

St. Helena Parish Police Jury

APPENDIX B

Quanika Muse's Response

July 22, 2026

Michael "Mike" Waguespack, CPA

Louisiana Legislative Auditor

Post Office Box 94397

Baton Rouge, LA 70804-9397

Email: responses@lla.la.gov

Attn: Roger W. Harris, J.D., CCEP, CFI

Executive and Assistant Legislative Auditor for Investigations

Re: Response to Preliminary Draft Audit Findings – Travel Expenditures and Travel Advances

Dear Mr. Waguespack and Mr. Harris:

Thank you for providing me the opportunity to review and respond to the preliminary draft audit findings regarding travel expenditures, travel advances, budget monitoring, and conference attendance involving the St. Helena Parish Police Jury.

As the elected Police Juror for District 2, I recognize that the citizens of St. Helena Parish place their trust in us to be careful stewards of public funds. I also understand that public confidence is built not only by acting with integrity but by ensuring our financial processes are clear, timely, and accountable. I sincerely appreciate the work of the Louisiana Legislative Auditor's Office and the recommendations offered to help strengthen our internal controls.

While it is difficult to see areas where our procedures did not meet the level of accountability expected by the public, I accept that there are opportunities for improvement. I am committed to being part of those improvements and to supporting measures that increase transparency, strengthen financial oversight, and prevent similar issues in the future.

Travel Advance Reimbursement

I would like to clarify the travel advance referenced on **page 5** of the preliminary audit report. On **February 21, 2025**, I received a **\$2,000.00 travel advance** for authorized governmental travel. After all eligible travel expenses were reconciled, the **unused balance of \$1,346.41 was repaid in full to the St. Helena Parish Police Jury**, and there is **no outstanding balance owed**.

A receipt supporting the repayment of the unused travel advance has been submitted and is available for your review. This matter resulted from a **financial oversight on my part**, and I take full responsibility for ensuring the reimbursement process was completed properly. I regret this oversight and appreciate the opportunity to clarify the record. The travel advance has been fully reconciled, and all funds due to the St. Helena Parish Police Jury have been repaid.

Although this travel advance has been fully reconciled, I agree that improvements are needed to ensure travel advances are consistently tracked, monitored, and reconciled within established timeframes. Strengthening these procedures will provide greater accountability, transparency, and consistency for future travel expenditures.

Purpose of Conference and Legislative Participation

The conferences, legislative meetings, and governmental events referenced in the audit were attended to further the interests of St. Helena Parish and its citizens. These events provided opportunities to:

- Participate in educational sessions on local government operations, ethics, infrastructure, and public administration.
- Build relationships with state and federal officials who influence funding opportunities for rural communities.
- Learn about grant programs, legislative initiatives, and infrastructure funding before application deadlines.
- Advocate for improvements related to roads, bridges, drainage, broadband expansion, public safety, emergency preparedness, and economic development.

As a small rural parish, St. Helena often faces unique challenges and limited resources. Participation in these organizations allows elected officials to remain informed about changing laws, funding opportunities, and best practices that ultimately benefit our residents.

Corrective Action Plan

Following discussions with our CPA and Secretary-Treasurer, I fully support implementing stronger financial controls and improved travel management procedures, including:

- Monthly budget-to-actual financial reviews.
- Quarterly public budget workshops.
- A formal pre-travel authorization process.
- A centralized travel advance tracking system.
- A requirement that travel documentation be submitted within 30 days of returning from travel.
- Revisions to the Police Jury's travel policy to establish standardized reimbursement procedures, documentation requirements, approval hierarchies, and reconciliation timelines.

Additionally, no new travel advances should be issued until previous advances have been fully reconciled.

Financial Tracking Improvements

To strengthen internal controls and improve budget oversight, I'm going to encourage the Police Jury to evaluate financial management software designed for local governments, such as:

- ClearGov
- OpenGov
- Caselle Budgeting

These systems provide enhanced budget-to-actual reporting, department-level expenditure monitoring, real-time budget tracking, and quarterly and annual financial reporting.

Until such a system is implemented, I recommend maintaining:

- A centralized Travel Advance Log.
- Monthly travel reconciliation reports.
- Regular travel expenditure updates during monthly financial meetings.
- Quarterly reviews of travel spending by the parish CPA.

Commitment to Accountability

Serving the citizens of St. Helena Parish is a responsibility that I do not take lightly. Every decision I make is guided by a desire to improve our parish and advocate for opportunities that benefit our residents. I also understand that good intentions must be supported by sound financial practices and effective internal controls.

I remain committed to working collaboratively with my fellow Police Jurors, our Secretary-Treasurer, our CPA, and the Louisiana Legislative Auditor's Office to strengthen our financial management practices. I believe these improvements will not only enhance accountability but also reinforce the confidence that the citizens of St. Helena Parish place in their local government.

Thank you for your professionalism, your recommendations, and the opportunity to respond to these preliminary findings. I appreciate your consideration and remain committed to continuous improvement in service to the people of St. Helena Parish.

Respectfully,

Quanika H. Muse

Police Juror, District 2
St. Helena Parish Police Jury
Greensburg, Louisiana

RECEIPT DATE 7-21-26 No. 564454

RECEIVED FROM Quanika muse \$ 1,346.41

_____ DOLLARS

☐ FOR RENT 2025 47ACD leg. Bank

☐ FOR _____

ACCOUNT	<u>1,346.41</u>
PAYMENT	<u>1,346.41</u>
BAL. DUE	<u>0 00</u>

☒ CASH
☐ CHECK
☐ MONEY ORDER
☐ CREDIT CARD

FROM _____ TO _____

BY Angelica Robertson

APPENDIX C

Ryan Byrd's Response

Dear Mr. Waguespack,

I am writing to formally respond to the findings detailed in the "Exit Letter - Ryan Byrd (7-9-26).pdf". I appreciate the Louisiana Legislative Auditor (LLA) bringing these matters to my attention and providing the opportunity to address them prior to the publication of the final report.

Personal Travel Advance Findings

The draft report indicates that on February 21, 2025, I was issued a travel advance of \$2,000.00, and that \$1,497.10 in unused funds were not reimbursed to the Parish. I take full responsibility for this oversight. Please be advised that I have proactively established payment arrangements to address this balance, and I will ensure that the full amount owed is paid in its entirety.

Parish-Wide Solutions and Policy Reforms

Beyond my personal account, I am committed to working with my fellow jurors to correct the systemic issues identified. The audit highlighted that the Parish exceeded its overall travel budget by 155% for the fiscal years ending December 31, 2024, and December 31, 2025. To prevent future occurrences, I fully support implementing the LLA's recommendations, including:

- Comprehensive Travel Policy: Developing a written policy identifying allowable expenses, payment methods, and documentation requirements.
- Strict Reimbursement Deadlines: Enforcing the reimbursement of unused funds within 30 days of trip completion, alongside the submission of travel vouchers and detailed receipts.
- Proof of Attendance: Mandating that all officials certify attendance at conference events via official certificates.
- Monthly Budget Reviews: Providing the Police Jury with financial statements and budget-to-actual comparisons monthly to ensure travel remains within budget constraints.

I am dedicated to ensuring the St. Helena Parish Police Jury implements these policies to safeguard public funds and maintain compliance with state law. Thank you for your office's work in helping us improve our internal controls.

Sincerely,

Mr. Ryan Byrd

Police Juror District 5

St. Helena Parish Police Jury

APPENDIX D

Warren McCray Jr.'s Response

July 23, 2026

Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
P.O. Box 94397
Baton Rouge, LA 70804
Re: Response to Draft Investigative Audit Report

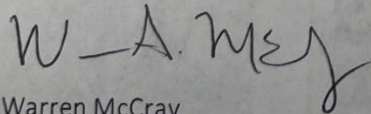
Dear Mr. Waguespack:

Thank you for the opportunity to respond to the draft investigative audit report. I would like to address the matter concerning the \$2,000 travel advance issued on February 21, 2025. The outstanding balance associated with this travel advance was the result of an oversight on my part. At no time was there any intent to avoid repayment or improperly retain public funds.

Upon becoming aware of the issue, I took immediate steps to resolve the matter and began making payments toward the outstanding balance. I am committed to ensuring that the balance is fully satisfied and am currently working to complete the repayment. I have included documentation of payments made in an effort to resolve the outstanding balance.

I acknowledge the importance of maintaining accurate records and timely reconciliation of travel advances. This experience has highlighted the need for stronger tracking and follow-up procedures. I am committed to ensuring that similar oversights do not occur in the future. I appreciate the opportunity to provide this explanation and respectfully request that this response be included as part of the final published report.

Sincerely,

A handwritten signature in dark ink, appearing to read "W-A. McCray". The signature is fluid and cursive, with the first name "W-A." and the last name "McCray" clearly distinguishable.

Warren McCray
Vice-President
St. Helena Parish Police Jury
District 4 Police Juror

RECEIPT

DATE 5-24-00

No. 564453

RECEIVED FROM Warren Umbray

\$200.00

DOLLARS

FOR RENT 2025-4740 Washington DC Legislative
FOR

ACCOUNT	200.00
PAYMENT	200.00
BAL. DUE	1278.20

- ☒ CASH
- ☐ CHECK
- ☐ MONEY ORDER
- ☐ CREDIT CARD

FROM TO

BY Arthur Puckett

3-11

APPENDIX E

Roderick Matthews' Response

DATE: July 21, 2026

TO: Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
Post Office Box 94397
Baton Rouge, Louisiana 70804-9397
Email: responses@lla.la.gov

ATTN: Roger W. Harris, J.D., CCEP, CFI Executive Counsel and Assistant Legislative Auditor for Investigations

FROM: Roderick Matthews
Director Office of Homeland Security and Emergency Preparedness (OHSEP)
St. Helena Parish Police Jury

SUBJECT: Formal Response to Draft Investigative Audit Report – Travel Advance Clarification and Corrections

Dear Mr. Waguespack and Mr. Harris,

Thank you for the opportunity to review and respond to the draft investigative audit report concerning the St. Helena Parish Police Jury. I take my stewardship of public funds and my fiduciary duties as an official of St. Helena Parish with the utmost seriousness.

In response to the preliminary observations regarding travel advances on Page 5 of the draft report, I am submitting this formal response to clarify facts, provide context, and record that all travel advance obligations under my name have been fully settled.

1. Full Satisfaction and Settlement of Travel Obligations

I want to emphasize for the official record that I have taken full responsibility for addressing and settling all travel-related advance balances associated with my position:

- **February 21, 2025 (\$2,000.00 Advance):** As noted on Page 5 of your draft report, the unused travel advance amount of **\$937.24** was fully reimbursed to the St. Helena Parish Police Jury.
- **Current Status:** All travel accounts and advance obligations under my name are fully settled, cleared, and up to date.

2. Material Fact Corrections: Private Vehicle Usage vs. Parish Fleet

The draft report indicates that there are remaining unreimbursed balances associated with my travel on August 4, 2025 (\$78.69) and December 9, 2025 (\$371.85). I respectfully request that

the report reflect the following material facts and contextual corrections regarding these two trips:

- **August 4, 2025 (\$1,067.17 Advance):** Because a Parish Police Jury vehicle was unavailable for official emergency management travel on this date, I was required to utilize my personal vehicle. Personal vehicle usage incurred out-of-pocket fuel, mileage, and related vehicle operational costs necessary to conduct official business on behalf of the Parish. When accounting for legitimate personal vehicle mileage and business expenses incurred, the effective balance listed as "not reimbursed" (\$78.69) is inaccurate and was absorbed by uncompensated personal vehicle operational costs.
- **December 9, 2025 (\$673.18 Advance):** Similarly, for official travel on December 9, 2025, a Parish vehicle was not provided or accessible, necessitating the use of my personal vehicle. The listed un-reimbursed variance of \$371.85 reflects actual, necessary out-of-pocket transportation and mileage expenses incurred while conducting parish business.

In both instances, personal resources were expended to fulfill official duties due to the lack of available Parish Fleet vehicles.

3. Commitment to Corrective Administrative Controls

Moving forward, I am committed to working with the Police Jury administration to ensure full compliance with updated travel procedures. To prevent future record-keeping discrepancies:

1. **Travel Documentation:** I will ensure all Travel Warrants, itemized receipts, and mileage logs for personal vehicle usage are formally reconciled and submitted strictly within required timelines.
2. **Vehicle Logs:** Requests for personal vehicle usage reimbursements will explicitly detail the unavailability of Parish fleet vehicles to ensure clear audit trails.

Thank you for your review of these supporting facts and for updating the report to reflect that my travel accounts are satisfied. Please let me know if you require any additional documentation.

Sincerely,



Roderick Matthews
Director, Office of Homeland Security & Emergency Preparedness
St. Helena Parish Police Jury

MEMBER FDIC
GREENSBURG BANKING CENTER

Teller # 4801
12/18/2025

Seq # 103
2:32:15 PM

Deposit Transaction
Demand Deposit

Account #

Amounts Received

Cash In:	\$64.40
Checks In	\$150.00

\$214.40

All items credited are
subject to payment.
Thank you for your business!

POSTED

24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE		

Checks and other items are received for deposit
subject to the provisions of the Uniform Commercial
Code or any applicable collection agreement.

DATE: 8-11-2025

ST. HELENA PARISH POLICE JURY
TRAVEL EXPENSE REQUEST

FROM:

Boderick Matthews

NAME

OEP Director

TITLE

WARRANT No 1290

TO: SECRETARY-TREASURER
ST. HELENA PARISH POLICE JURY
P. O. BOX 339
GREENSBURG, LOUISIANA 70441

I, Boderick Matthews, hereby request a check to cover expenses for official Police Jury business and/or attendance at a convention, meeting, conference, seminar, workshop, etc., as follows:

EVENT: 2025 National Brewsterfield Conference

PLACE: Chicago, IL

DATES: August 5-8-2025

ADVANCE \$ 1,067.17

RESERVATIONS:

Pre-Registration	\$
Hotel Room Deposit	\$
Plane Fare	\$
Train Fare	\$

TOTAL REQUEST: \$

Documented Travel Expense:

Expense Summary 70

Automobile:	<u>160.60</u> miles @ <u>56.5¢</u> per mile	\$ <u>112.42</u>
Lodging:	<u>\$711.45 RT Card</u>	\$
Meals:		\$ <u>322.00</u>
Tolls and Parking:		\$ <u>104.00</u>
Tips:		\$
Other Expenses:		\$ <u>314.35</u>
Total Expenses:		\$ <u>852.77</u>
Less Travel Advance (If applicable):		- \$ <u>1,067.17</u>
Total Reimbursable Costs:		\$ <u>- 214.40</u>

Receipts Attached

CODE # _____

CHECK # _____

FUND _____

Date Approved By Police Jury: _____

FORM ADOPTED: October 11, 1994

X Rony M
APPLICANT'S SIGNATURE

Original (White) - Staple to Check Duplicate
2nd Copy (Yellow) - Agenda Folder
3rd Copy (Pink) - Travel Warrants Notebook
4th Copy (Goldenrod) - Applicant's Copy



THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW
WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Denver, Colorado
Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

**MONEY
ORDER**

19-776186177

A 365443 D 110525
F 7812 75
19776186177-1 000000

\$ 150.00

PAY EXACTLY ONE HUNDRED FIFTY DOLLARS AND NO CENTS

PAY TO THE
ORDER OF

St. Helena Parish Police Jury

4312 Hwy 1012 Greensburg, La 70441

PURCHASER'S ADDRESS

2025 National Branches

Roderick Matthews

Chuan C. Smith

PURCHASER'S SIGNATURE

MOBILE DEPOSIT PROHIBITED

N.O. International A/P
 22220808er, LA, 70062
 STGX007 08/08/25 22:42
 Receipt 006634
 Parking Ticket
 STG - No. 000849
 08/05/25 04:38
 08/08/25 22:42
 Period 3d18h5
 Total \$104.00
 Payment Received
 AID A0000000031010
 APP LABEL VISA DEBIT
 CARD 224246
 AUTHORIZATION USD\$104.00
 TOTAL
 APPROVED
 Sub Total \$104.00
 All Amounts in USD.
 Deliv. Date=Receipt Date

ISSUED BY AND VALID ONLY ON

SOUTHWEST AIRLINES PASSENGER RECEIPT

SOUTHWEST AIRLINES

I ACKNOWLEDGE RECEIPT OF TICKET(S) AND/OR COUPONS FOR RELATED CHARGES DESCRIBED HEREO
 BILLED OR IN EXTENDED PAYMENTS IN ACCORDANCE WITH STANDARD POLICY OF COMPANY ISSUING

N. PAYMENT IN FULL TO BE MADE WHEN
 CARD. NO REFUNDS ON LOST TICKETS.

X SIGNATURE OF CARDHOLDER
 DATE OF ISSUE 05AUG25 PLACE OF ISSUE MSYWNO1KS ISO CODE US
 NAME OF PASSENGER NON TRANSFERABLE CONF NUMBER/CARRIER CODE ISSUING AGENT ID
 MATTHEWS/RODERICK BXUKRB/WN 1002SK

NAME OF PASSENGER
 MATTHEWS/RODERICK
 ITINERARY
 MSY MDW

ISSUED IN EXCHANGE FOR CONJUNCTION DOCUMENTS

NOT VALID FOR TRAVEL

SERVICE (RFISC)
 CHECKED BAG UP TO 50LB 62LI

/ (0G0)

I A - 094954 \$35.00 MSY WN CH135.00USD35.00END

FARE \$35.00
 TAX \$0.00
 TOTAL \$35.00

CPN DOCUMENT NUMBER NOT VALID FOR TRAVEL
 0 5264286121757 0 5264286121757

National Brownfield



Transaction Details

Essential Business



SOUTHWES800-435 8085CC

Amount

\$35.00

Transaction Status

PENDING

Posting Date

08/11/2025

Transaction Date

08/08/2025

Transaction Type

debit

Compose

Mail

Inbox

Chat

Chat Starred

Meet

INDEX

Sent

Drafts

More

Labels

[_Archive](#)

_Outbox

Calendar

Birthdays

Conversation History

Root Folder

Uber

Total \$35.93
August 5, 2025

Thanks for tipping,
Roderick

Here's your updated Tuesday morning ride receipt.



Total

\$35.93

Surcharges mandated by the City of Chicago may make your trip more expensive. [Learn more.](#)

Trip fare

\$20.26

Subtotal

\$20.26

Booking Fee

\$2.42



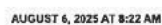
To: 

Root Folder





- _Archive
- _Outbox
- Calendar
- Birthdays
- Conversation History
- Root Folder



100% of tips go to drivers. [Add a tip](#)

Black fare (2.51mi, 12m 23s)	\$23.63
City of Chicago Accessibility Fee	\$0.10
City of Chicago Fee	\$1.13
Downtown Zone Surcharge	\$1.50
Tip	\$3.95

\$30.31



Fwd: Your ride with [REDACTED] on August 6

Roderick Matthews <rmatthews@sthelenaparrish.la.gov>

Thu, Aug 7, 2025 at 10:43 AM

To: [REDACTED]

Forwarded message

From: **Lyft Receipts** [REDACTED]

Date: Thu, Aug 7, 2025 at 10:27 AM

Subject: Your ride with [REDACTED] on August 6

To: [REDACTED]



AUGUST 6, 2025 AT 10:06 AM

Thanks for riding with [REDACTED]

100% of tips go to drivers. [Add a tip](#)

Extra Comfort fare (2.67mi, 10m 59s)	\$16.53
Downtown Zone Surcharge	\$1.50
City of Chicago Accessibility Fee	\$0.10
City of Chicago Airport, McCormick Place, Navy Pier Surcharge	\$5.00
City of Chicago Fee	\$1.13

[REDACTED]

\$24.26



- **Pickup 10:06 AM**
150 E Randolph St, Chicago, IL
- **Drop-off 10:17 AM**
2301 S King Dr, Chicago, IL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

[GET BUSINESS PROFILE](#)

Tip driver

Find lost item

Request review

To protect against unauthorized behavior, you may see [an authorization hold](#) on your bank statement. This is to verify your payment method and will not be charged.

[Help Center](#)

Receipt #2113933679959997734

We never share your address with your driver after a ride.
[Learn more](#) about our commitment to safety.

© [OpenStreetMap](#)

© 2025 Lyft, Inc.
548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver



Fwd: Your ride with [REDACTED] on August 7
1 message

Fri, Aug 8, 2025 at 9:01 AM

Roderick Matthews <rmatthews@stihelenaparrish.la.gov>
To: [REDACTED]

FYI

----- Forwarded message -----
From: Lyft Receipts [REDACTED]
Date: Thu, Aug 7, 2025 at 8:12 PM
Subject: Your ride with [REDACTED] on August 7
To: [REDACTED]



AUGUST 7, 2025 AT 6:37 PM
Thanks for riding with [REDACTED]
100% of tips go to drivers. [Add a tip](#)

Black fare (5.02mi, 13m 3s)	\$22.10
City of Chicago Accessibility Fee	\$0.10
City of Chicago Fee	\$1.13
Tip	\$3.50

[REDACTED] **\$26.83**



● **Pickup 6:37 PM**
110 E Cermak Rd, Chicago, IL

- **Drop-off 6:50 PM**
5121 S Harper Ave, Chicago, IL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

[GET BUSINESS PROFILE](#)

Tip driver

Find lost item

Request review

To protect against unauthorized behavior, you may see [an authorization hold](#) on your bank statement. This is to verify your payment method and will not be charged.

[Help Center](#)

Receipt #2114436622844142064

We never share your address with your driver after a ride.
[Learn more](#) about our commitment to safety.

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548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

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Become a Driver



Fwd: Your ride with [REDACTED] on August 8
1 message

Roderick Matthews <rmatthews@sthelenaparis.h.gov>
To: [REDACTED]

Mon, Aug 11, 2025 at 10:55 AM

Forwarded message

From: Lyft Receipts <[REDACTED]>
Date: Fri, Aug 8, 2025 at 11:47 AM
Subject: Your ride with [REDACTED] on August 8
To: [REDACTED]



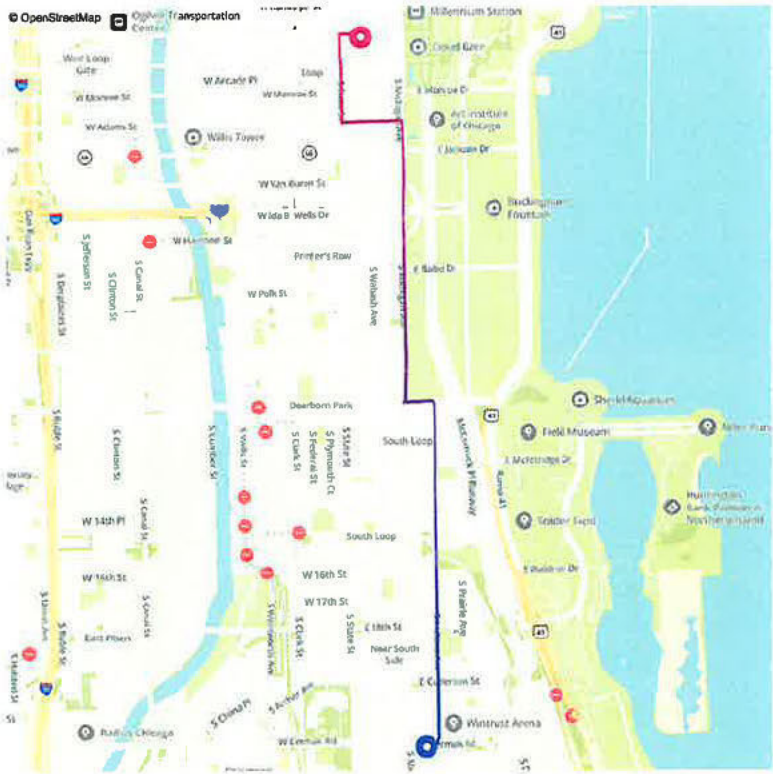
AUGUST 8, 2025 AT 11:21 AM

Thanks for riding with [REDACTED]

100% of tips go to drivers. [Add a tip](#)

Black fare (2.41mi, 12m 53s)	\$24.87
Downtown Zone Surcharge	\$1.50
City of Chicago Fee	\$1.13
City of Chicago Accessibility Fee	\$0.10

[REDACTED] **\$27.60**



● Pickup 11:21 AM
123 E Cermak Rd, Chicago, IL

- **Drop-off 11:34 AM**
29 N Wabash Ave, Chicago, IL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

[GET BUSINESS PROFILE](#)

Tip driver

Find lost item

Request review

To protect against unauthorized behavior, you may see [an authorization hold](#) on your bank statement. This is to verify your payment method and will not be charged.

[Help Center](#)

Receipt #2114695465641930062

We never share your address with your driver after a ride.
[Learn more](#) about our commitment to safety.

[@ OpenStreetMap](#)

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548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

[Work at Lyft](#)
[Become a Driver](#)



Fwd: Your ride with [redacted] on August 8
1 message

Roderick Matthews <rmatthews@sthelenaparish.la.gov>
To: [redacted]

Mon, Aug 11, 2025 at 10:54 AM

Forwarded message
From: Lyft Receipts
Date: Fri, Aug 8, 2025 at 1:51 PM
Subject: Your ride with [redacted] on August 8
To: [redacted]



AUGUST 8, 2025 AT 1:04 PM
Thanks for riding with [redacted]
100% of tips go to drivers. [Add a tip](#)

Standard fare (1.29mi, 8m 43s)	\$7.26
City of Chicago Fee	\$1.13
City of Chicago Accessibility Fee	\$0.10
Downtown Zone Surcharge	\$1.50

Apple Pay (Visa) **\$9.99**



● **Pickup 1:04 PM**
104 S Michigan Ave, Chicago, IL

- **Drop-off 1:12 PM**
600 N State St, Chicago, IL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

[GET BUSINESS PROFILE](#)

Tip driver

Find lost item

Request review

To protect against unauthorized behavior, you may see [an authorization hold](#) on your bank statement. This is to verify your payment method and will not be charged.

[Help Center](#)

Receipt #2114721546629022232

We never share your address with your driver after a ride.
[Learn more](#) about our commitment to safety.

[© OpenStreetMap](#)

© 2025 Lyft, Inc.
548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver

MEMBER FDIC
GREENSBURG BANKING CENTER

Teller # 4801
05/06/2026

Seq # 27
9:39:41 AM

Deposit Transaction
Demand Deposit

Amounts Received

Cash In: \$338.96

Grand Total: \$338.96

All items credited are
subject to payment.
Thank you for your business!

POSTED

23	5/6/2026		
24			
25			
26			
27			
28			
TOTAL FROM OTHER SIDE OR ATTACHED LIST			
PLEASE RE-ENTER TOTAL HERE			

Checks and other items are received for deposit
subject to the provisions of the Uniform Commercial
Code or any applicable collection agreement.

DATE: 12/18/2025

**ST. HELENA PARISH POLICE JURY
TRAVEL EXPENSE REQUEST**

FROM: Boderick Matthews
NAME

DEP Director

WARRANT No 1303

TO: SECRETARY-TREASURER
ST. HELENA PARISH POLICE JURY
P. O. BOX 339
GREENSBURG, LOUISIANA 70441

I, Boderick Matthews, hereby request a check to cover expenses for official Police Jury business and/or attendance at a convention, meeting, conference, seminar, workshop, etc., as follows:

EVENT: MSO Connect Conference

PLACE: Doubletree by Hilton New Orleans

DATES: Dec. 10-12, 2025

ADVANCE \$

RESERVATIONS:

Pre-Registration \$

Hotel Room Deposit \$

Plane Fare \$

Train Fare \$

TOTAL REQUEST: \$

Documented Travel Expense:

Expense Summary - 70

Automobile: 187.78 miles @ 56.50 per mile \$ 131.45

Lodging: \$451.02 PT Card \$

Meals: \$ 170.00

Tolls and Parking: \$ 32.77

Tips: \$

Other Expenses: \$

Total Expenses: \$ 334.22

Less Travel Advance (If applicable): - \$ 673.18

Total Reimbursable Costs: \$ -338.96

Receipts Attached

CODE #

Rear. H
APPLICANT'S SIGNATURE

CHECK #

FUND

Date Approved By Police Jury: Shanonda Brown

FORM ADOPTED: October 11, 1994

Original (White) - Staple to Check Duplicate
2nd Copy (Yellow) - Agenda Folder
3rd Copy (Pink) - Travel Warrants Notebook
4th Copy (Goldenrod) - Applicant's Copy



DoubleTree by Hilton Hotel New Orleans
300 Canal Street, New Orleans 70130
LA USA
(504) 581-1300
MSYTC_FO@hilton.com

Date Range: 2025-12-09 - 2025-12-12
Tax#/ID# :

Guest Folio

Confirmation Number - 84031229

Primary Guest

Guest Name
Address
City, State, Zip Code
Country

MATTHEWS, RODERICK

ADDN GUESTS

Hilton Honors



Stay Details

Check In Date
Check Out Date
Room
Source
Guests

Dec 09, 2025
Dec 12, 2025
NQ2 - 405
OTHER
1/0

Company Details

Name
Tax#/ID#
PO Number
Account Name

Other Details

Tax Invoice
Tax/Fee
Exemption
Tax/Fee
Exempt Date
Travel Agent
IATA
Name

NO

Date	Type	Description	Amount
Dec 09, 2025	Payments		\$0.00
Dec 09, 2025	Charge	GUEST ROOM	\$116.56
Dec 09, 2025	Tax	ROOM TAX - STATE 3.0	\$3.50
Dec 09, 2025	Tax	ROOM TAX - CITY 5	\$5.83
Dec 09, 2025	Tax	OCCUPANCY TAX USD2	\$2.00
Dec 09, 2025	Tax	ROOM TAX - STATE 3	\$3.50
Dec 09, 2025	Tax	ROOM TAX - STATE 4	\$4.66
Dec 09, 2025	Fee	Tourism Assessment 1.75	\$2.04
Dec 10, 2025	Charge	GUEST ROOM	\$116.56
Dec 10, 2025	Tax	ROOM TAX - STATE 3.0	\$3.50
Dec 10, 2025	Tax	ROOM TAX - CITY 5	\$5.83
Dec 10, 2025	Tax	OCCUPANCY TAX USD2	\$2.00
Dec 10, 2025	Tax	ROOM TAX - STATE 3	\$3.50
Dec 10, 2025	Tax	ROOM TAX - STATE 4	\$4.66
Dec 10, 2025	Fee	Tourism Assessment 1.75	\$2.04
Dec 11, 2025	Charge	GUEST ROOM	\$153.17
Dec 11, 2025	Tax	ROOM TAX - STATE 3.0	\$4.60
Dec 11, 2025	Tax	ROOM TAX - CITY 5	\$7.66
Dec 11, 2025	Tax	OCCUPANCY TAX USD2	\$2.00
Dec 11, 2025	Tax	ROOM TAX - STATE 3	\$4.60
Dec 11, 2025	Tax	ROOM TAX - STATE 4	\$6.13
Dec 11, 2025	Fee	Tourism Assessment 1.75	\$2.68
Dec 12, 2025	Payments		-\$457.02

Summary

Type	Amount
CREDIT CARD	-\$457.02
GUEST ROOM	\$386.29
ROOM TAX - STATE 3.0	\$11.60

ROOM TAX - CITY 5	\$19.32
OCCUPANCY TAX USD2	\$6.00
ROOM TAX - STATE 3	\$11.60
ROOM TAX - STATE 4	\$15.45
Tourism Assessment 1.75	\$6.76
Folio Balance	\$0.00

**Fwd: Premium Parking Receipt at P299**

1 message

Roderick Matthews <rmatthews@sthelenaparish.la.gov>

Thu, Dec 18, 2025 at 8:31 AM

To: [REDACTED]

----- Forwarded message -----

From: **Premium Parking** <noreply@premiumparking.com>

Date: Thu, Dec 18, 2025 at 8:29 AM

Subject: Premium Parking Receipt at P299

To: <rmatthews@sthelenaparish.la.gov>

**Receipt at P299 for \$32.77**

- **Location:** P299
- **Address:** 345 Tchoupitoulas St, New Orleans, LA
- **Confirmation Number:** 58070758
- **Pre-tax price:** \$28.00
- **Tax amount:** \$3.64
- **Service Fee:** \$1.13
- **Amount:** \$32.77
- **Duration:** 12 hours
- **Start:** 12/10/2025 7:54 AM (CST)
- **End:** 12/10/2025 7:54 PM (CST)
- **Vehicle:** Louisiana, C991545
- **Source:** Textpay
- **Payment Method:** [REDACTED]

If you wish to extend your session, please do so using the Premium Parking Mobile App.

If you don't already have the app, [download here](#).

If you have any questions please contact support@premiumparking.com or call 844-236-2011.

From:
St. Helena Police Jury-General Fund
Greensburg, LA 70441

Check Date: 12/09/25
Total Payment: 673.18

To:
RODERICK MATTHEWS

Memo:

Travel Advance for MGO Connect Live Nationals Conference
December 10-12, 2025 New Orleans, LA

ST HELENA PARISH POLICE JURY

GENERAL FUND
P.O. BOX 339
GREENSBURG, LA 70441-0339

21477

DATE



AMOUNT

Six Hundred Seventy-Three And 18/100 Dollars***

12/09/2025 \$ \$ *****673.18

PAY
TO THE
ORDER
OF:

RODERICK MATTHEWS

VOID AFTER 90 DAYS



Trulisa K. Brown
Shananda Brown
AUTHORIZED SIGNATURE

Security features. Details on back.

ST HELENA PARISH POLICE JURY

21477

From:
St. Helena Police Jury-General Fund
Greensburg, LA 70441

Check Date: 12/09/25
Total Payment: 673.18

To:
RODERICK MATTHEWS

Memo:

Travel Advance for MGO Connect Live Nationals Conference
December 10-12, 2025 New Orleans, LA

St. Helena Parish Police Jury



17911 Hwy 43 N • Greensburg, LA 70441

Phone: (225) 222-4549 • Fax: (225) 222-6405 • sbrown@sthelenaparish.la.gov

Jule C. Wascom, District 1
Warren McCray, Jr., District 4

Quanika H. Muse, District 2
Ryan Byrd, District 5

Willie Morgan, District 3
Doug Watson, District 6

TRAVEL ADVANCE CONTRACT AGREEMENT

This contract is prepared in accordance with the provisions of Sections 2-20 and 2-21 of the St. Helena Parish Police Jury Code of Ordinances.

I have been authorized to attend an event, seminar, workshops, convention or meeting by and on behalf of the St. Helena Parish Police Jury. This said event, seminar, workshops, convention or meeting is scheduled for (date): December 10-12, 2025

I hereby agree and contract with the St. Helena Parish Police Jury to attend this said event, seminar, workshops, convention or meeting.

I further agree to abide by the provisions of Section 2-20, in that I will, as required therein, submit a written statement accounting for my request for reimbursement of expenses and/or my expenditure or, advance payments and include therein a statement of mileage expense 'and/or copies of receipts as required therein. I understand that if I do not adhere to the requirements of this said Section 2-20, that I will incur the penalties provided for therein and that monies will be withheld from my pay check or other payments due me, to the whole amount thereof, until all amounts due the St. Helena Parish Police Jury have been paid in full, together with legal interest as provided for in this Section. I hereby contract and agree to be bound by the provisions of Section 2-20 of the St. Helena Parish Code of Ordinances and acknowledge that I have received a copy of same.

I do hereby further contract and agree to abide by the provisions of Section 2-21, in that I hereby agree to attend the scheduled event, seminar, workshops, convention or meeting on the day or days set forth hereinabove. In the event that I fail to attend this said event, seminar, convention or meeting, I hereby agree to pay, repay, reimburse and compensate the St. Helena Parish Police Jury for an and all monetary losses incurred, specifically including but not limited to any room deposit and/or registration fee or any other payment made by the St. Helena Parish Police Jury for and on my behalf to attend this said event, seminar, workshops convention or meeting. I understand that if I do not adhere to the requirements of this said Section 2-21, that I will incur the penalties provided for therein and that monies will be withheld from my pay check or other payments due me, to the whole amount thereof, until all amounts due the St. Helena Parish Police Jury have been paid in full. I hereby contract and agree to be bound by the provisions of Section 2-21 of the St. Helena Parish Code of Ordinances and acknowledge that I have received a copy of same.

The event, seminar, convention or meeting that I hereby contract and agree to attend is entitled:

MGO Connect Live Nationals Conference

This said event, seminar, convention or meeting that I hereby contract and agree to attend is scheduled for:

December 10 - 12, 2025, and will be held in **New Orleans, LA**

I, **Roderick Matthews**, hereby acknowledge an advance payment on my expenses in the amount of **\$673.18** contract and agree to hold these funds in trust. I will not expend any portion of these funds on anything except valid expenses incurred by me in connection with my attendance of this said event, seminar, convention or meeting. I further agree to reimburse any and all such amounts not expended for such valid expenses and to provide my accounting statement as required by Section 2-20.

I have read the above and foregoing contract. I have received a copy of the Sections 2-20 and 2-21 of the St. Helena Parish Code of Ordinances and agree to be bound and obligated by the provisions of these sections including the obligation to pay or repay money.

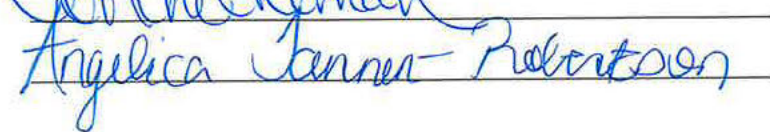
Read and signed on this the 5th day of **December 2025**.

Signatures:



Employee Signature

WITNESSES:

Roderick Matthews

<https://www.gsa.gov/travel?topnav=travel>

Meals & incidental expenses breakdown for MGO Conference; December 10-12, 2025

Days, Month	Daily Rate	# of Days	Total
First day (12/10/2025)*	\$51	1	\$51
Full day (12/11/2025)	\$68	1	\$68
Last day (12/12/2025)*	\$51	1	\$51

**The first and last calendar dates of M&IE are calculated at 75%.*

M&IE total: \$170.00

Mileage Reimbursement: \$ 39.43

Number of miles: 187.78 x 0.21¢ per mile

Used personal vehicle
 $187.78 \times .70 = \$131.45$

Lodging breakdown: December 10-12, 2025

Date	Daily Rate	# of Nights	Total
			\$ <u>463.75</u>

Lodging total including mandatory taxes & fees: Total available upon checkout

Parking: Total available upon checkout

Total requested advance: \$ 673.18

You're all set, Roderick!

Confirmation number: 84031229

We sent the details to D****0@gmail.com.

Hotel Information



DoubleTree by Hilton Hotel New Orleans

300 Canal Street
New Orleans, Louisiana 70130 USA
+1 504-581-1300

Stay Information

9 DEC TUE – **12** DEC FRI

Check-in: 4 pm

Check-out: 11 am

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

1 room for 1 adult

2 Queen Beds - Semi-Flex

Total room charge \$386.29

Total fees \$6.76

Total taxes \$70.70

Total for stay: \$463.75

Payment



Feb 2027

Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be E.28

ST. HELENA PARISH POLICE JURY
MINUTES
REGULAR SESSION, TUESDAY, NOVEMBER 25, 2025
Page 4 of 4

Executive Session:

- A motion was made by Mrs. Quanika H. Muse, seconded by Mr. Jule C. Wascom, and unanimously carried by the Police Jurors present to enter into Executive Session to discuss professional conduct of employee John Scott
- A motion was made by Mrs. Quanika H. Muse, seconded by Mr. Willie Morgan, and unanimously carried by the Police Jurors present to reconvene back into Regular Session
- No action was taken in Executive Session

FYI:

- The deadline for submitting items for the December 9, 2025, meeting is 12:00 pm on Monday, December 1, 2025
- The deadline for submitting items for the December 16, 2025, meeting is 12:00 pm on Monday, December 8, 2025
- GOHSEP Compliance Monitoring Visit will be December 2-4, 2025
- MGO Connect training will be December 10-12, 2025
- 2026 Budget hearing & adoption will be held at the December 16, 2025 meeting.
- 2026 NACo Legislative Conference February 21-24, 2026
- Registration is now open for the 2026 PJAL Convention March 3-6, 2026

There being no further business to come before the Police Juror, the meeting was adjourned on motion duly made by Mrs. Quanika Muse, seconded by Mr. Willie Morgan and unanimously adopted by the Police Jurors to meet in regular session at 6:00 pm Tuesday, December 9, 2025

Ryan Byrd President
St. Helena Parish Police Jury
State of Louisiana

Sharonda Brown, Secretary-Treasurer
St. Helena Parish Police Jury
State of Louisiana



To: [REDACTED]

XL fare (3.82mi, 15m 6s)	\$20.71
Downtown Zone Surcharge	\$1.50
City of Chicago Fee	\$1.13
City of Chicago Accessibility Fee	\$0.10
Tip	\$5.66



Fwd: Your ride with Kienaan on August 8

Roderick Matthews <rmatthews@stheleparish.la.gov>

Mon, Aug 11, 2025 at 10:23 AM

To: [redacted]

FYI

Forwarded message

From: Lyft Receipts [redacted]

Date: Sat, Aug 9, 2025 at 4:25 PM

Subject: Your ride with [redacted] on August 8

To: [redacted]



AUGUST 8, 2025 AT 3:40 PM

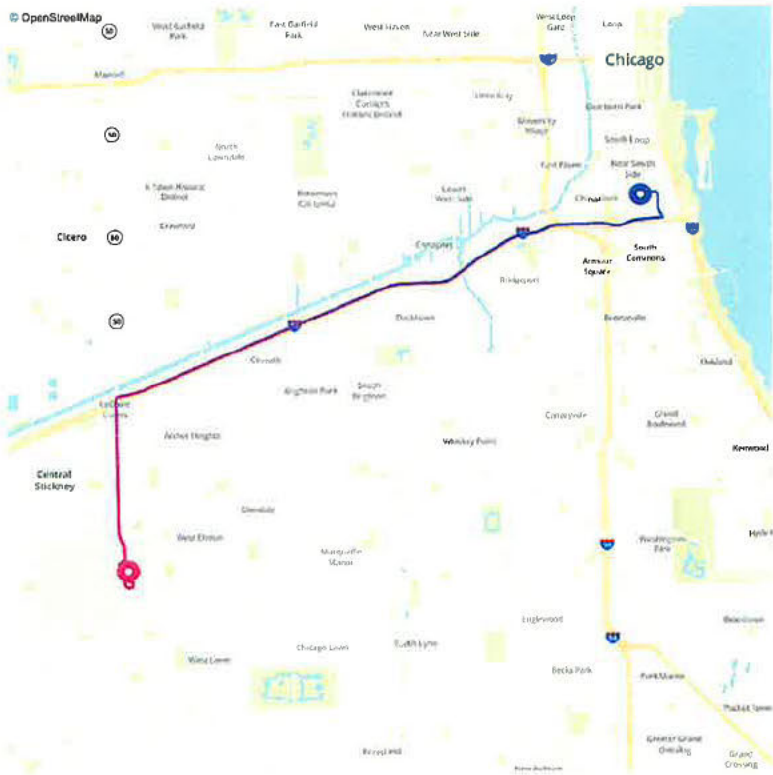
Thanks for riding with [redacted]

100% of tips go to drivers. [Add a tip](#)

Extra Comfort fare (10.00mi, 43m 12s)	\$41.65
City of Chicago Fee	\$1.13
City of Chicago Airport, McCormick Place, Navy Pier	\$5.00
Surcharge	
City of Chicago Accessibility Fee	\$0.10



\$47.88



● Pickup 3:40 PM
114 E Cermak Rd, Chicago, IL

E.31

- **Drop-off 4:23 PM**
5700 S Cicero Ave, Chicago, IL

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

[GET BUSINESS PROFILE](#)

Tip driver

Find lost item

Request review

To protect against unauthorized behavior, you may see [an authorization hold](#) on your bank statement. This is to verify your payment method and will not be charged.

[Help Center](#)

Receipt #2114758891804554706

We never share your address with your driver after a ride.
[Learn more](#) about our commitment to safety.

© [OpenStreetMap](#)

© 2025 Lyft, Inc.
548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver

14737

[illegible]

Status: Posted

CONTRACT

This contract is prepared in accordance with the provisions of Sections 2-20 and 2-21 of the St. Helena Parish Police Jury Code of Ordinances.

I have been authorized to attend an event, seminar, workshops, convention or meeting by and on behalf of the St. Helena Parish Police Jury. This said event, seminar, workshops, convention or meeting is scheduled for August 5-8, 2025.

I hereby agree and contract with the St. Helena Parish Police Jury to attend this said event, seminar, workshops, convention or meeting.

I further agree to abide by the provisions of Section 2-20, in that I will, as required therein, submit a written statement accounting for my request for reimbursement of expenses and/or my expenditure or advance payments and include therein a statement of mileage expense and/or copies of receipts as required therein. I understand that if I do not adhere to the requirements of this said Section 2-20, that I will incur the penalties provided for therein and that monies will be withheld from my pay check or other payments due me, to the whole amount thereof, until all amounts due the St. Helena Parish Police Jury have been paid in full, together with legal interest as provided for in this Section. I hereby contract and agree to be bound by the provisions of Section 2-20 of the St. Helena Parish Code of Ordinances and acknowledge that I have received a copy of same.

I do hereby further contract and agree to abide by the provisions of Section 2-21, in that I hereby agree to attend the scheduled event, seminar, workshops, convention or meeting on the day or days set forth hereinabove. In the event that I fail to attend this said event, seminar, convention or meeting, I hereby agree to pay, repay, reimburse and compensate the St. Helena Parish Police Jury for an and all monetary losses incurred, specifically including but not limited to any room deposit and/or registration fee or any other payment made by the St. Helena Parish Police Jury for and on my behalf to attend this said event, seminar, workshops convention or meeting. I understand that if I do not adhere to the requirements of this said Section 2-21, that I will incur the penalties provided for therein and that monies will be withheld from my pay check or other payments due me, to the whole amount thereof, until all amounts due the St. Helena Parish Police Jury have been paid in full. I hereby contract and agree to be bound by the provisions of Section 2-21 of the St. Helena Parish Code of Ordinances and acknowledge that I have received a copy of same.

The event, seminar, convention or meeting that I hereby contract and agree to attend is entitled:

2025 National Brownfield Conference

This said event, seminar, convention or meeting that I hereby contract and agree to attend is scheduled for:

August 5-8, 2025

I hereby acknowledge an advance payment on my expenses of \$ 1,067.17. I contract and agree to hold these funds in trust. I will not expend any portion of these funds on anything except valid expenses incurred by me in connection with my attendance of this said event, seminar, convention or meeting. I further agree to reimburse any and all such amounts not expended for such valid expenses and to provide my accounting statement as required by Section 2-20.

I HAVE READ THE ABOVE AND FOREGOING CONTRACT. I HAVE RECEIVED A COPY OF SECTIONS 2-20 AND 2-21 OF THE ST. HELENA CODE OF ORDINANCES AND AGREE TO BE BOUND AND OBLIGATED BY THE PROVISIONS OF THESE SECTION INCLUDING THE OBLIGATION TO PAY OR REPAY MONEY.

Read and signed at Greensburg, Louisiana on this the 4th day of August, 2025.

WITNESSES:

Angelica Janner-Robertson
Kelisha Kroe

J. R. McD



An official website of the United States government



U.S. General Services Administration

Privately owned vehicle (POV) mileage reimbursement rates

i GSA has adjusted all POV mileage reimbursement rates effective January 1, 2025.

Modes of transportation	Effective/applicability date	Rate per mile
Airplane*	January 1, 2025	\$1.75
If use of privately owned automobile is authorized or if no government-furnished automobile is authorized and available	January 1, 2025	\$0.70
If government-furnished automobile is authorized and available	January 1, 2025	\$0.21
Motorcycle	January 1, 2025	\$0.68

Relocation	Effective/applicability date	Rate per mile
Standard mileage rate for moving purposes	January 1, 2025	\$0.21

* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs).

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's [Inter-Airport Distance](#) website.

QUESTIONS:

For all travel policy questions, email travelpolicy@gsa.gov.

Questions

Have travel policy questions? Use our [‘Have a Question?’](#) site

Last updated: Dec 30, 2024



Google Maps

New Orleans International Airport

80.3 x 2 = 160.60 miles roundtrip x .21 = \$33.73

to Louis Armstrong

Drive 80.3 miles, 1 hr 13 min

Get on I-55 S in Tangipahoa Parish from LA-1042 E and LA-10 E

- 17 min (14.5 mi)
↑ 1. Head south on [redacted] Washington Ln toward LA-1042 E 381 ft
- ↩ 2. Turn left at the 1st cross street onto LA-1042 E 6.0 mi
- ↩ 3. Turn left onto LA-37 N 367 ft
- ↪ 4. Turn right onto LA-10 E/N Main St 8.0 mi
- ↗ 5. Turn right to merge onto I-55 S toward Hammond 0.3 mi

Continue on I-55 S to Kenner. Take exit 221 from I-10 E

- 55 min (65.4 mi)
↗ 6. Merge onto I-55 S 52.8 mi
7. Use the left 2 lanes to merge onto I-10 E 12.1 mi
- ↪ 8. Take exit 221 for Loyola Dr 0.5 mi
- ↪ 9. Use the right lane to merge onto Loyola Dr 308 ft

Drive to Terminal Dr

- 1 min (0.4 mi)
↗ 10. Use the right lane to merge onto Loyola Dr 387 ft
- ↑ 11. Continue onto Aberdeen St/Terminal Dr 0.2 mi
- ↩ 12. Keep left to continue toward Terminal Dr 0.1 mi
- ↗ 13. Merge onto Terminal Dr 39 ft

Louis Armstrong New Orleans International Airport

1 Terminal Dr, Kenner, LA 70062

Used personal vehicle

160.60

x .70

\$112.42

Your search for Chicago, Illinois (Cook / Lake including Chicago)

Estimated per diem total: \$928 (Max lodging total + M&IE total)

Lodging breakdown: August 05, 2025 - August 08, 2025

Date	Daily Rate	# of Nights	Total
-------------	-------------------	--------------------	--------------

August	\$202	3	\$606
--------	-------	---	-------

Max lodging total: **\$606**

Meals & incidental expenses breakdown: August 05, 2025 - August 08, 2025

Days, Month	Daily Rate	# of Days	Total
--------------------	-------------------	------------------	--------------

First day (08/05/25)*	\$69	1	\$69
-----------------------	------	---	------

Full day (Aug)	\$92	2	\$184
----------------	------	---	-------

Last day (08/08/25)*	\$69	1	\$69
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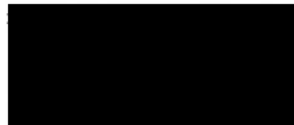
*The first and last calendar dates of M&IE are calculated at 75%.

M&IE total: **\$322**



Hampton Inn Chicago McCormick PI
123 East Cermak
Chicago, IL 60616
United States of America
TELEPHONE 312-791-1121 • FAX 312-791-0121
Reservations
www.hilton.com or 1 800 HILTONS

Matthews, Roderick



Room No: 1731/NQRR
Arrival Date: 8/5/2025 1:35:00 PM
Departure Date: 8/8/2025 11:16:00 AM
Adult/Child: 1/0
Cashier ID: LJAIME
Room Rate: 202.00
AL:
HH # 470398681 BLUE
VAT #
Folio No/Che 213734 A

Confirmation Number: 81408676

Hampton Inn Chicago McCormick PI 8/8/2025 11:16:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
8/5/2025	668213	GUEST ROOM	\$202.00
8/5/2025	668213	CITY OF CHICAGO ROOM TAX	\$9.09
8/5/2025	668213	ILLINOIS ROOM TAX	\$24.04
8/5/2025	668213	COUNTY TAX	\$2.02
8/6/2025	668459	GUEST ROOM	\$202.00
8/6/2025	668459	CITY OF CHICAGO ROOM TAX	\$9.09
8/6/2025	668459	ILLINOIS ROOM TAX	\$24.04
8/6/2025	668459	COUNTY TAX	\$2.02
8/7/2025	668739	GUEST ROOM	\$202.00
8/7/2025	668739	CITY OF CHICAGO ROOM TAX	\$9.09
8/7/2025	668739	ILLINOIS ROOM TAX	\$24.04
8/7/2025	668739	COUNTY TAX	\$2.02
8/8/2025	668961		(\$711.45)
BALANCE			\$0.00

Hilton Honors® stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 8,600 Hotels and Resorts in 139 Countries and Territories, please visit [Honors.com](https://hiltonhonors.com)

CREDIT CARD DETAIL

APPR CODE	033350	MERCHANT ID	000100682400
TRANSACTION ID	668961	TRANS TYPE	Sale

You're all set, Roderick!

Confirmation number: 81408676

We sent the details to R....S@STHELENAPARISH.LA.GOV.

Hotel Information



Hampton Inn Chicago McCormick Place

123 East Cermak, Suite 100
Chicago, Illinois 60616 USA
+1 312-791-1121

Stay Information

5 AUG TUE — **8** AUG FRI

Check-in: 4:00 PM
Check-out: 11:00 AM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

1 room for 1 adult
Two Queen Room W/fridge Ns - lcmaho 2025-att

Total room charge	\$606.00
Total taxes	\$105.44

Total for stay: \$711.44

Guarantee policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer. E.40

Guest information

Roderick Matthews

Comments:

RATE ROH \$202/\$202/\$217/\$232/IPO:HSK Service Every Other Day:

Cancellation policy

Free cancellation before 11:59 PM local hotel time on 02 Aug 2025.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

Optional services for an additional charge

Valet parking

\$59.00 / night

Pets

Pets allowed, 75 lbs maximum, \$75(1-4n), \$125(5+n) 2petsMax, dog/cat only