

Georgia Department of Education Employee Expense Statement

Reporting Period of Expense
From _____ To _____

Name _____ Headquarters _____

Place of Residence _____
(Street) (City) (State) (Zip)

Date	Commercial Transportation	Amount	Date	Miscellaneous Travel	Amount
Total Amount		\$ -	Total Amount		\$ -

Explain any expenses that are unusual or exceed established limits:

<p>"I do solemnly swear, under criminal penalty of a felony for false statements subject to punishments by fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state mileage in the discharge of my official duties for the state."</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. State Use Mileage _____ 0 At _____ 0.575 <small>(Must be supported by automobile mileage record on back)</small></td> <td style="width: 20%; text-align: right;">\$ -</td> </tr> <tr> <td>2. Meals</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>3. Lodging (Attach lodging receipts)</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>4. Miscellaneous Travel</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>5. Commercial Travel</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Total Expenses</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Less Travel Advance or Airline Ticket Advance</td> <td> </td> </tr> <tr> <td>Airline Ticket</td> <td> </td> </tr> <tr> <td>Net Reimbursement</td> <td style="text-align: right;">\$ -</td> </tr> </table>	1. State Use Mileage _____ 0 At _____ 0.575 <small>(Must be supported by automobile mileage record on back)</small>	\$ -	2. Meals	\$ -	3. Lodging (Attach lodging receipts)	\$ -	4. Miscellaneous Travel	\$ -	5. Commercial Travel	\$ -	Total Expenses	\$ -	Less Travel Advance or Airline Ticket Advance		Airline Ticket		Net Reimbursement	\$ -
1. State Use Mileage _____ 0 At _____ 0.575 <small>(Must be supported by automobile mileage record on back)</small>	\$ -																		
2. Meals	\$ -																		
3. Lodging (Attach lodging receipts)	\$ -																		
4. Miscellaneous Travel	\$ -																		
5. Commercial Travel	\$ -																		
Total Expenses	\$ -																		
Less Travel Advance or Airline Ticket Advance																			
Airline Ticket																			
Net Reimbursement	\$ -																		

Signature _____ Date _____

Approved _____ Date _____ Approved _____ Date _____

Vendor Number		Effective Date	Invoice Number	Description
Fund		Organization	Program	Project
414				
Account Description		Account	Subclass	Amount
Mileage		640001	302	\$ -
Meals		640002	302	\$ -
Lodging		640003	302	\$ -
Misc. Travel Expense		640004	302	\$ -
Commercial Transportation		040005	302	\$ -
Travel Advance		125004		\$ -
Total				\$ -

Use this space for explanation of items requiring justification.

**Do not include tickets purchased by department on travel card account.*

Date		Departure Time	Arrival Time	Breakfast		Lunch		Dinner		Lodging		Totals
Mo.	Day			Location	Amount	Location	Amount	Location	Amount	Location	Amount	
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -
												\$ -

Automobile Mileage								Personal Car	
Note: Show departure and arrival date for start and finish of each continuous trip.								GA Tag No.	
Date		Origin - Points Visited	Destination	Starting Mileage	Ending Mileage	Less Personal Mileage	State Use Mileage	State Use Miles	0
Mo.	Day								
						0	0	Department Car	
						0	0	I.D. No.	
						0	0	Totals Miles	
						0	0	DOAS Car	
						0	0	I.D. No.	
						0	0	Totals Miles	
						0	0	Other Type Transportation	
						0	0	State Aircraft	Date
						0	0	()	
						0	0	Commercial Aircraft	Date
						0	0	()	
						0	0	Other (Specify)	Date
						0	0		
						0	0		
						0	0		
						0	0		
Total Amount							0		

Purpose of trip If transportation was shared, indicate mode and name of person reporting above mileage.