

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:

"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."

1. State Use Mileage _____ 0 At _____ 0.655 (Must be supported by automobile mileage record on back)	\$ -
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	Travel Expense
414					Voucher Number
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.*

