

Georgia Department of Education Employee Expense Statement

Reporting Period of Expense
From _____ To _____

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

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>	<p>1. State Use Mileage <u>0</u> At <u>54.5</u> Cents/Mile (Must be supported by automobile mileage record on back) \$ - 2. Meals \$ - 3. Lodging (Attach lodging receipts) \$ - 4. Miscellaneous Travel \$ - 5. Commercial Travel \$ -</p>
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Signature _____ Date _____
 Approved _____ Date _____

Vendor Number	Effective Date	Invoice Number	Description	Travel Expense
Fund 414	Organization	Project		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.
 Revised January 6, 2010 TravelReport 0910.xls 1/4/2018

