

**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 _____ At .58 Cents/Mile (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	
			Travel Expense	
Fund	Organization	Program	Project	Voucher Number
	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.

