

## 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
<b>Total Amount</b>		<b>\$ -</b>	<b>Total Amount</b>		<b>\$ -</b>

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 <u>  0  </u> At <u>  0.625  </u> (Must be supported by automobile mileage record on back)		\$ -
2. Meals		\$ -
3. Lodging (Attach lodging receipts)		\$ -
4. Miscellaneous Travel		\$ -
5. Commercial Travel		\$ -
<b>Total Expenses</b>		<b>\$ -</b>
Less Travel Advance or Airline Ticket Advance		
Airline Ticket		
<b>Net Reimbursement</b>		<b>\$ -</b>

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_

Vendor Number		Effective Date		Invoice Number		Description	
Fund	Organization	Program	Project	Travel Expense		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		\$ -			
<b>Total</b>				<b>\$ -</b>			

Use this space for explanation of items requiring justification.

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

