

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 .56 Cents/Mile
(Must be supported by automobile mileage record on back)
2. Meals
3. Lodging (Attach lodging receipts)
4. Miscellaneous Travel
5. Commercial Travel

\$ -

Signature _____ Date _____

Approved _____ Date _____ Approved _____ Date _____

Total Expenses	
Less Travel Advance or Airline Ticket Advance	
Airline Ticket	
Net Reimbursement	

Vendor Number	Effective Date	Invoice Number	Description
			Travel Expense
Fund	Organization	Program	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.*

