

EVANS COUNTY BOARD OF EDUCATION - EMPLOYEE EXPENSE STATEMENT

TRAVEL EXPENSE STATEMENT EFFECTIVE JANUARY 1, 2023

THE EXPENSE STATEMENT BELOW CAN BE COMPLETED FOR ONE TRIP ONLY. PLEASE COMPLETE A SEPARATE EXPENSE STATEMENT FOR EACH TRIP TRAVELLED.									
Name of Employee		Robert H Costlow			ONLY THE GRAY AREAS MUST BE FILLED IN.				
Physical Home Address, City and State		1412 Jordan Drive Statesboro, GA 30458							
How far do you commute to work each day (one way not round trip)?		20		What is your Work Location?		BOE			
THE AGENDA FROM YOUR MEETING/CONFERENCE MUST BE ATTACHED. WHAT MEETING/CONFERENCE DID YOU ATTEND?									
GASPA									
What city and state was your conference held?		St Simons Island, GA		Did you drive?		YES		If you did not drive, who did?	
What date did you depart on your trip?		11/5/2023		What day did you return from your trip?		11/8/2023			
Did you depart from your home or work location?		HOME		Did you return to your home or work location?		HOME			
PLEASE NOTE THAT YOUR COMMUTE MILEAGE IS SUBTRACTED FROM YOUR TOTAL MILEAGE. THE STATE OF GA DOES NOT REIMBURSE FOR NORMAL COMMUTING MILES.									
What was your Odometer Reading on your vehicle when you first departed on your trip?		166523		What was your Odometer Reading on your vehicle when you returned from your trip?		166780			
In detail, type your "depart from" and "return to" locations including points visited on trip. (for ex., Home to GDOE in Atlanta back to BOE)		Departed Home to King and Prince, went to eat at various places, departed King and Prince to go home				Did you drive an automobile or motorcycle?		AUTOMOBILE = \$.655/MILE	
Was this an overnight trip?		YES		If yes, did you room with anyone?		NO		Did you pay the lodging fee?	
								NO	
Note: Most overnight trips must exceed 50 miles from your home or work headqtrs AND must require you to be away longer than 12 hrs in 1 day.									
If you did not stay overnight, then did your travel time plus meeting/conference require you to be away for more than 12 hours in one day? If you answer yes, please make sure that you complete the meal section below.									
Do you have a copy of your lodging receipt to attach to your printed expense statement?		YES - ATTACH		Who did you room with at the conference?		Please indicate how many nights you stayed overnight.		3	
Where did you lodge (please specify hotel name and city/state)?		King and Prince St Simons Island, GA		Did you book your lodging through a website, such as Priceline, Travelocity, Expedia, ...?		NO			
How much did the lodging cost you per night? (This amt should include the daily rate plus any taxes charged. Please do not include incidental charges, such as rm serv, movies or parking fees. If the hotel refused to waive the hotel/motel tax, then the BOE can reimburse this tax to you.)		\$205.00		IMPORTANT NOTE ABOUT BOOKING LODGING THROUGH A WEBSITE: If you booked through a website, please make sure you obtain an actual receipt from the hotel to serve as proof that you stayed overnight. A confirmation of your reservation via email from the website is not adequate documentation to support reimbursement.					
If you paid your own registration or miscellaneous fee (such as bus fuel), please input amount paid.									
NOTE: You must attach to the exp stmt. the miscellaneous receipt, registration receipt OR copy of your cancelled check/credit card stmt showing the pmt.									
Please select travel status from dropdown list in gray box on the right.				Day 1		Travel Day			
Please select travel status from dropdown list in gray box on the right.				Day 2		Not a Travel Day			
Please select travel status from dropdown list in gray box on the right.				Day 3		Not a Travel Day			
Please select travel status from dropdown list in gray box on the right.				Day 4		Travel Day			
Please select travel status from dropdown list in gray box on the right.				Day 5					
PARKING FEES OR TOLLS: If you paid parking, please input the amt spent below & attach a detailed receipt to the exp stmt. (No receipt means no reimbursement). Fill in the space below.		MEALS: Please indicate in the section below which meals were provided AND were not provided by the conference/hotel. You must select PROV BY HOTEL/CONF or NOT PROV BY HOTEL/CONF on ALL meals on ALL days of travel. State travel regs require you to choose either PROV BY or NOT PROV BY on ALL meals. Meal per diem will be paid at the rate of \$13.00 for Breakfast, \$14.00 for Lunch, and \$23.00 for Dinner with the exception of travel days. Meal per diem will be paid at the rate of \$9.75 for Breakfast, \$10.50 for Lunch, and \$17.25 for Dinner on travel days. Meal receipts are NOT required. Also, non-overnight trips, if less than 12 hrs in duration, are not reimbursed for meals.							
Employee Signature and Date above* (Must print & sign on a hard copy. Please see below.)		DATE		BREAKFAST		AMOUNT		LUNCH	
You must submit within 45 days of travel to be reimbursed.		5th DAY 1		NOT PROV BY CONF/HOTEL		\$9.75		NOT PROV BY	
		6th DAY 2		PROV BY CONF/HOTEL				PROV BY CONF/HOTEL	
		7th DAY 3		PROV BY CONF/HOTEL				PROV BY CONF/HOTEL	
		8th DAY 4		PROV BY CONF/HOTEL				NOT PROV BY	
		9th DAY 5						NOT PROV BY CONF/HOTEL	
		TOTAL				\$9.75		\$21.00	
								\$80.50	
TOTAL MILEAGE REIMBURSEMENT		TOTAL LODGING FEES		TOTAL MEAL PER DIEM		TOTAL REGIS OR MISC FEES		TOTAL	
\$142.14		\$0.00		\$111.25		\$0.00		\$253.39	
This section below is for Accounting Purposes and Approval Purposes Only. This section below must be manually entered.									
ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR:				22-100-9990-2213-580-8010					
ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR:									
Principal's Approving Signature & Date				Program Dir Sign & Date		Financial Director Sign & Date		Superintendent's Approval	

257 miles
(.20) less Commute
237 work miles
x .655
\$155.23

\$266.48



The King and Prince Beach & Golf Resort
201 Arnold Road
ST. SIMONS ISLAND GA 31522

Costlow, Robert
30417

Confirmation Number:
Room Number: 174
Room Type: OFPQ
No. of Guests: 2

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
DATE	CODE	DESCRIPTION	RASSN	AMOUNT (USD)
11/05/2023	1111	Lodging	COMMENT	205.00
11/05/2023	8118	GA Transportation Tax		5.00
11/05/2023	6300	Resort Services Fee		20.00
11/06/2023	1111	Lodging		205.00
11/06/2023	8118	GA Transportation Tax		5.00
11/06/2023	6300	Resort Services Fee		20.00
11/07/2023	1111	Lodging		205.00
11/07/2023	8118	GA Transportation Tax		5.00
11/07/2023	6300	Resort Services Fee		20.00
11/08/2023	VISA			(690.00)
				(USD)
Sub-Total:				675.00
Total Tax:				15.00
Total Payments:				(690.00)
Total Due:				0.00

TERMS:

SIGNATURE:

 11/19/23 DATE:

 11/14/23

Lodging was
paid with
Bot Credit Card

2023 GASPA Fall Conference

HR Success Strategies

November 6-8, 2023

King and Prince Beach & Golf Resort



Sunday, November 5, 2023

Time	Location	Session/Activity
6:00-8:00 pm	Bennie's Red Barn	GASPA Executive Board Meeting

Monday, November 6, 2023

Sign In Here

General Sessions		
Time	Location	Session/Activity
7:30am-4:30pm	Pre-Assembly Area	Conference Registration
7:30-8:30am	Delegal Room	Buffet Breakfast
8:30am	Lanier Ballroom	Official Conference Welcome and Announcements Michele Thomas, GASPA President, Human Resources Supervisor, Cobb County Schools
8:35-8:40am	Lanier Ballroom	Glynn County Schools Student Performance Unstoppable , Keynote Speaker, Alex Weber, American Ninja Warrior, Award-Winning Leader & Entertainer
8:40 - 9:45am	Lanier Ballroom	

What would you do if you were **UNSTOPPABLE**? In our perpetually changing world, we all hit setbacks, negativity, and uncertainty too! But not everyone knows *how to overcome* these challenges, so most people will back away or give up on their goals. Not on Alex Weber's watch! As an American Ninja Warrior, Host for NBC, and US Lacrosse Coach of the Year, Alex gives you his award-winning System to be *Unstoppable*, so where others stop, you will keep going, growing, and getting to the goals that matter most! For you, and for the people who need you. Let's be Unstoppable!

9:45-10:15am	Lanier Ballroom	Break, Meet Alex
--------------	-----------------	------------------

Registered Apprenticeships in Teaching: What are they, and how can I use them in my district? David Donaldson, National Center for Grow Your Own		
---	--	--

--	--	--

Breakout Sessions		
--------------------------	--	--

Time	Location	Session/Activity
------	----------	------------------

11:05-12:00noon	Lanier Ballroom	HR 101 - Calendar and Hiring , Alli Baxter, Bulloch County Schools; Shannon Dotsikas, Twiggs County Schools; Sean Petro, Columbia County Schools
-----------------	-----------------	---

This entertaining session is open to those who are new to the field of Human Resources as well as experienced Human Resources personnel.

11:05-12:00noon	Retreat Room	Proactive Workers Compensation , Lissa Klein, Attorney, Hall, Booth, Smith, P.C.
-----------------	--------------	---

12:00-1:00pm		Boxed Lunch
--------------	--	-------------

--	--	--

General Session		
------------------------	--	--

Time	Location	Session/Activity
------	----------	------------------

1:00-2:00pm	Lanier Ballroom	Love Your Story , Abby Burle, Belonging Co.
-------------	-----------------	--

Abigail Burle has faced incredible challenges over her lifetime and transformed them into a powerful force for good. The mom to fun-loving triplets who has spent the majority of their lives traveling for surgeries, therapy and treatments related to their disabilities, things haven't always been easy; but Abigail has refused to let her hard days get her down. Instead, she saw a universal need among families facing similar challenges and created the nonprofit, Love Your Story. Through her tireless efforts and unbreakable spirit, Abigail has created a world where families impacted by disabilities can find rest, support, and belonging.

Strengthening Teacher Workforce with Strategic Partnerships: Aligning Policy to Practice to Support Teacher Recruitment and Retention		
2:00-2:30	Lanier Ballroom	The Governor's School Leadership Academy (GSLA) is committed to strengthening the teacher workforce through strategic partnerships with districts, teacher preparation program providers, and state agencies. During this interactive session, GSLA team members will share how the GSLA utilizes policy, research, and guidance from GaDOE and other sources to support districts with designing, implementing, and evaluating their systems and resources to address teacher recruitment and retention. Participants will learn about multiple resources, supports, and program options available through the GSLA that are intended to support the development of practices and systems shown to build self and collective efficacy, improve student outcomes, and retain highly effective teachers.
2:30-2:45pm	Promenade	Break

Breakout Sessions		
Time	Location	Session/Activity
2:45-3:45 pm	Lanier Ballroom	Transitioning to Virtual Onboarding, Crystal Walden, Human Resources Coordinator, Richmond County School System This session will display a new and innovative virtual onboarding process for Human Resources leaders that streamlines the intake process for new hires into your respective school systems. This project was selected to be showcased worldwide by Instructure - Canvas Learning Management System in their Training Services Portal.

2:45-3:20 pm	Retreat Room	HR 101 - Certification Survival Kit, Michele Casey, Coordinator of Human Resources, Houston County School District Tips and Tools to survive processing and understanding certification from a practitioners perspective.
3:20-3:55 pm	Retreat Room	Certification for New HR Directors, Kristin Godwin and Sherry Smith, GaPSC
Time	Location	Session/Activity
4:00-4:50pm	Lanier Ballroom	Social Media Platforms & Pitfalls, David Pumphrey, Chief Investigative Officer, GaPSC

An in-depth look at social media pitfalls educators make and the most used social media platforms used by educators and students. Learn helpful tips and tricks when investigating alleged ethical missteps involving social media.

Introduction of Selected Business Partners, Tyler Gwynn, GASPA Business Partner Liaison,	
4:50-5:00pm	Lanier Ballroom
Delegal Room or	
5:00-6:00pm	Lawn
GASPA Business Partners, Family and Friends Welcome Reception	
Everyone is invited! Please ensure our new members receive a warm GASPA welcome!	

Dinner on your own

Post Questions: <https://tinyurl.com/yckn99yx>

Tuesday, November 7, 2023

Time	Location	Session/Activity
7:15-8:15am	Delegal Room Delegal	Breakfast Buffet
7:15-8:15am	Colonnade	Visit Business Partners' Exhibits
8:15-8:30am	Lanier Ballroom	Introduction of Business Partners , Tyler Gwynn, GASPA Business Partner Liaison, Cherokee County School District
8:30-9:00am	Lanier Ballroom	TRS Update , Dr. Buster Evans, Executive Director, Teachers Retirement System of Georgia
9:00-9:15am	Lanier Ballroom	GAEL Update , Buddy Costley, Executive Director, Ga Association of Educational Leaders
9:15-9:45am	Colonnade	Introduction of Business Partners , Tyler Gwynn, GASPA Business Partner Liaison, Cherokee County School District
9:45-10:30am	Lanier Ballroom	Compliance as a Process - Not a Goal! , Kaushal Sinha, USHA Software Maintaining certification compliance can sometimes feel like a chore or something we rush to get done every year — but it does not have to be. Learn how to use smart systems and tools to your advantage by turning it into a stress-free process that runs year-round, not just weeks before the deadline!
Breakout Sessions		
Time	Location	Session/Activity

10:30 - 11:25am	Lanier Ballroom	Workers' Compensation - Eric Trivett, Attorney, Speed, Seta, Martin, Trivett & Stubley, LLC	
In this session, an attorney specializing in workers' compensation cases will share expertise and best practices.			
10:30 - 11:25am	Retreat Room	HR 101 - Code of Ethics and Terminations, Alli Baxter, Bulloch County Schools; Shannon Dotsikas, Twiggs County Schools; Sean Petro, Columbia County Schools	
This session is open to those who are new to the field of Human Resources as well as experienced Human Resources personnel.			
General Sessions			
Time	Location	Session/Activity	
11:30-12:00pm	Lanier Ballroom	GASPA Business Meeting	
12:00-1:00pm	Delegal Room	Lunch - Visit Business Partner Exhibits	
Breakout Sessions			
1:00-1:45pm	Lanier Ballroom	Fun with HR! - Flipping the Script on HR's role in Training Educators, Kameran Todd, Jackson County Schools	
Teachers and school staff are consistently trained in how to protect themselves when it comes to physical safety. They know exactly what to do when the fire alarm goes off...because we practice those safety measures. But what about the ethical and legal situations educators find themselves in? This presentation will show how the Jackson County School System is taking a proactive approach to training and providing educators with tools to protect themselves and ultimately our profession.			
1:00-1:45pm	Retreat Room	HR101 - TRS, Jerry LeBlanc, Teachers Retirement System of Georgia	
	Delegal		
2:00-2:30pm	Colonnade	Break - Visit Business Partners	
General Sessions			
2:30-3:30pm	Lanier Ballroom	What Would You Do? Erin Roberson, Director of Human Resources, Fayette County Schools	
This is an interactive session ; conference participants will choose a "tricky" HR scenario to navigate, giving us all a chance to learn from each other.			

3:30-4:00pm	Lanier Ballroom	HR Family Feud & AASPA Updates , Kelly Coash Johnson, Executive Director, AASPA
4:00-4:30pm	Lanier Ballroom	Business Partner Door Prizes
<i>*Retreat Room participants should move to the Lanier Ballroom</i>		
4:30-4:45pm	Lanier Ballroom	Regional Directors Meeting
<i>Dinner on your own</i>		
Post Questions: https://tinyurl.com/yckn99yx		
Wednesday, November 8, 2023		
Time	Location	Session/Activity
7:15-8:15am	Delegal Room	Breakfast Buffet
8:15-9:00am	Lanier Ballroom	Certification Updates Dr. Kelli Young and Windy Fortenberry, GaPSC
9:00-10:00am	Lanier Ballroom	GaPSC Updates Anne Marie Fenton, Rules Management and Educator Assessment; David Pumphrey, Ethics Division; Dr. Penney McRoy, Educator Preparation Division
10:00-10:30am		Break/Check Out
10:30-12:00pm	Lanier Ballroom	Legal Updates Phil Hartley,
12:00pm	Lanier Ballroom	Meritorious Attendance Award and Conference Closing <i>Turn in your badge for a chance to win \$100! Must be present to win!</i> Michele Thomas, GASPA President, Cobb County Schools