

EVANS COUNTY BOARD OF EDUCATION - EMPLOYEE EXPENSE STATEMENT

TRAVEL EXPENSE STATEMENT EFFECTIVE JANUARY 1, 2024

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?		5/27/2024		What day did you return from your trip?		5/31/2024			
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?		176315		What was your Odometer Reading on your vehicle when you returned from your trip?		176665			
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)		Depart Statesboro, Travel in and around St Simons, Return Home				Did you drive an automobile or motorcycle?		AUTOMOBILE = \$.67/MILE	
Was this an overnight trip?		YES		If yes, did you room with anyone?		YES		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.								YES	
Do you have a copy of your lodging receipt to attach to your printed expense statement?		NO		Who did you room with at the conference?		Marty Waters		Please indicate how many nights you stayed overnight.	
								4	
Where did you lodge (please specify hotel name and city/state)?		Air BNB		Did you book your lodging through a website, such as Priceline, Travelocity, Expedia, ...?		YES-OTHER (see note below)			
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 reimb this tax to you.)		\$0.00		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 amt.									
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		Not a Travel Day			
Please select travel status from dropdown list in gray box on the right.				Day 5		Travel Day			
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	
		27th DAY 1		NOT PROV BY CONF/HOTEL		\$9.75		NOT PROV BY	
		28th DAY 2		NOT PROV BY CONF/HOTEL		\$13.00		NOT PROV BY CONF/HOTEL	
		29th DAY 3		PROV BY CONF/HOTEL				PROV BY CONF/HOTEL	
		30th DAY 4		PROV BY CONF/HOTEL				PROV BY CONF/HOTEL	
		31st DAY 5		PROV BY CONF/HOTEL				NOT PROV BY	
		TOTAL				\$22.75		\$35.00	
								\$103.50	
TOTAL MILEAGE REIMBURSEMENT		TOTAL LODGING FEES		TOTAL MEAL PER DIEM		TOTAL REGIS OR MISC FEES		TOTAL	
\$207.70		\$0.00		\$161.25		\$0.00		\$368.95	
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:				100-5-9990-2213-380-8010					
ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR:									
Principal's Approving Signature & Date				Program Dir Sign & Date		Finance Director Sign & Date		Superintendent's Approval	



Mtg - Sub system

Created by: Bobby Costlow · Your response: ✓ Yes, I'm going

Time

8am - 10am (Eastern Time - New York)

Guests

✓ Bobby Costlow
✓ Marty Waters
alyson.cozart@kellyservices.com
Surrina Freeman

Date

Tue May 28, 2024

Where

Saint Simons Island, St Simons Island,
Georgia 31522, USA

My Notes

2024 GASPA Spring Conference

HR Vision: Be Ready for What's Next

May 29-31, 2024

King and Prince Beach & Golf Resort



GASPA

Wednesday, May 29, 2024

Sign In Link in Your Email

General Sessions		
Time	Location	Session/Activity
7:30am-4:30 pm	Lobby	Conference Registration
7:30-8:30 am	Delegal Room	Breakfast
8:30-8:40 am	Lanier Ballroom	Welcome and Announcements
8:40-10:10 am	Lanier Ballroom	Building a Bridge, Not a Wall: Helping Different Generations Learn to Come Together in Your Workplace, Andrew McPeak, Keynote
10:10-10:30 am	Colonnade	history, many leaders are struggling to know just how to lead a group with diverse backgrounds, cultures, and Break - Sponsored by Bloomboard
10:30-11:15 am	Lanier Ballroom	Intro to AI: Shock & Awe, Daniel Rivera, Technology Director, First District RESA Prepare for a whirlwind tour that will unravel the awe-inspiring capabilities of modern AI. We'll kick off with an interactive showdown featuring ChatGPT and its chatbot peers. Next, we will dive into the astonishing world of AI generated image, music, video, and even deep fakes. Finally, we'll shift gears to explore crucial K12 implications and address top concerns. Brace yourself for a content-rich journey!
Concurrent Sessions		
11:15-noon	Retreat Room	Personnel Investigations, Co-presenters: Christopher Dowd and LaTosha Hayes-Sperling, Cobb County Schools Best practices when conducting personnel investigations: Maintaining the integrity of an investigation; interviewing techniques; identification & preservation of evidence; avoiding common mistakes; and investigative determinations (outcomes).

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11:15-noon	Lanier Ballroom	New Teacher Village: Supporting Early Career Teachers, Michelle Stephens, and Dr. Rosetta Riddle, Rockdale County Public Schools Like many in Georgia and across the U.S, in Rockdale County Public Schools, we have seen induction and pre-induction teachers struggle to find their footing. This presentation will focus on retention practices specific to teachers in the first five years of their careers. We will share what we have implemented for targeted schools to build teacher confidence and resilience.
12:00-1:00 pm	Delegal Room	Lunch
Concurrent Sessions		
1:00-1:45	Lanier Ballroom	AI for HR Staff, Daniel Rivera, Technology Director, First District RESA So you know a bit about AI, including chatbots, media generation, and more... but how do you harness it for your job? What can you do other than write papers or generate silly pictures? Well, this session will detail specific FREE and paid services that you can use tomorrow to save you hours of time and give you a second brain in the form of an irreplaceable AI assistant for nearly any task. Do you like your time and sanity? Well come to this session and walk away with tools that help you save both.
1:00-1:45	Retreat Room	Hiring TRS Retirees, Christy Gray, TRS This session will provide an overview of the rules and guidelines for retirees returning to work, returning to service and reporting employment verifications.
General Sessions		
1:45-2:15 pm	Lanier Ballroom	TRS Update, Dr. L.C. (Buster) Evans, Executive Director, TRS
2:15 -2:30	Lanier Ballroom	Break

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2:30-3:25 pm	Lanier Ballroom	A Focus on Literacy: Full Impact on Educator Preparation and GACE Assessments , Co-presenters: Anne Marie Fenton, Director, Rules Management and Educator Assessment & Dr. Penney McRoy, Director, Educator Preparation Division, GaPSC The Georgia Early Literacy Act (HB 538) notes important implications for preparation in all initial teaching fields and all certification assessments aligned with those fields. This informative session provides critical updates on progress toward full implementation of
3:25-3:35 pm	Lanier Ballroom	GAEL Update , Dr. Ben Wiggins, Executive Director, GAEL
3:35-4:15 pm	Lanier Ballroom	A Road Map to Retention , Tyler Gwynn and Lindsay Bowley, Cherokee County Schools Retention is increasingly becoming more of a concern across the education landscape - but it doesn't have to be in your district! Learn some easy-to-do strategies that can be implemented from the district level all the way down to the school level. Best of all, these ideas won't break your budget! Topics include fostering relationships, compensation, career ladders and more.
4:15-4:30	Lanier Ballroom	Governor's School Leadership Academy: Strategic Partnerships Supporting Teacher Retention , Kimberly Creagh, GOSA The Governor's School Leadership Academy provides support to build the capacity of Georgia educators and leaders at no cost to participants. During the cohort year, participants engage in evidence-based professional learning, receive support from a non-
4:30-4:45 pm	Lanier Ballroom	Partner Introductions Eric Lerner, Magician , will entertain us from the stage, and then continue with up-close magic at the Welcome Reception. Don't miss it!
4:45-5:00 pm	Lanier Ballroom	
5:00-6:00 pm	Delegal Room or Lawn	GASPA Business Partners, Family and Friends Welcome Reception

Dinner On Your Own

Post Questions: <https://tinyurl.com/5eetzayc>

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Thursday, May 30, 2024

Time	Location	Session/Activity
7:30-8:30am	Delegal Room	Breakfast Buffet
7:30-8:30am	Colonnade	Visit Business Partners' Exhibits
General Sessions		
8:30-8:45am	Lanier Ballroom	Introduction of Business Partners, Tyler Gwynn, GASPA Business Partner Liaison
8:45 - 9:45 am	Lanier Ballroom	Name Brand Leadership, Alan Hooker, Keynote Speaker, sponsored by Mark III
		Name Brand Leadership" is an engaging and insightful presentation that delves into the essential components of building a powerful personal brand as a leader. This presentation explores the intersection between personal branding and effective leadership strategies, highlighting the importance of authenticity, credibility, and influence in today's competitive professional landscape. Attendees will gain valuable insights into how to leverage their unique strengths and qualities to establish a compelling personal brand that resonates with their target audience. Through real-life examples, case studies, and practical tips, participants will learn how to craft a distinct leadership identity that sets them apart and inspires trust and loyalty among their peers, colleagues, and team members.
9:45 - 10:00	Lanier Ballroom	Introduction of Business Partners
	Lanier Pre-Assembly & Colonnade	
10:00-10:30 am		Break/Visit Business Partners' Exhibits
10:30-11:00 am	Lanier Ballroom	Title IX Overview, Phil Hartley, Pereira, Kirby, Kinsinger and Nguyen, LLP
11:00-12:00pm	Lanier Ballroom	GASPA Business Meeting
12:00-1:00pm	Delegal Room	Lunch - Visit Business Partner Exhibits

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Concurrent Sessions		
1:00- 1:30 pm	Retreat Room	Recruitment and Retention: Applying 4 Fundamental Principles , Judi Battle, Griffin-Spalding County School System The presentation will highlight GSCS's retention and recruitment efforts and strategies and use historical data and current data to explain the outcomes.
1:30-2:00 pm	Retreat Room	Talent Management Includes Your Team Too! Ramon Ray and Dr. Michel Pantin, Savannah-Chatham County Public Schools It is not just a teacher shortage, but a workforce shortage. In HR, we are often busy providing strategies to our school leaders on how to retain their staff and we neglect to focus on retaining HR Team Members. When we lose an HR Team Member, processes can be interrupted, historical knowledge can be lost, and onboarding can get backlogged, all while our students and staff are waiting for HR to get fully staffed. The purpose of this session is to bring to the forefront that retention is the new recruitment initiative and that includes the retention of HR Team Members.
1:00- 2:00 pm	Lanier Ballroom	A Critical Conversation: Employee Experience , JW Mozley and Rebecca Carlisle Gwinnett County Schools Peter Drucker said, "Of all the decisions an executive makes, none is as important as the decisions about people." The GCPS HR team will facilitate a critical conversation on how to retain current talent within the organization through a focus on employee experience. Best practices and strategies that have been implemented in Gwinnett will be discussed and shared; participants will leave with ideas that can implemented immediately.
Concurrent Sessions		
2:00 -2:45pm	Retreat Room	AP Work Comp , Mickey Key, GSBA This workers compensation session will cover advanced topics, such as: Medicate Set Asides, Drug Testing, Independent Medical Exams, Suspending Benefits, Payroll Reporting and Audits, Idiopathic Injuries, Surveillance, and Transitional Duties.

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Concurrent Sessions Continued		
2:00 -2:45pm	Lanier Ballroom	Bridging the Gap - Bibb County School District's HBCU Initiative , Holly Huynh, Bibb County School District The Bibb County School District is seeking to improve diversity while also recruiting and retaining considerable talent for the classroom and leadership positions. As a district, we are always looking beyond traditional recruitment efforts. As such, key personnel have been identified who are HBCU alum. They have a unique perspective in that they not only know what it is to attend an HBCU, but they also know what it is to work in the Bibb County School District. They act as our Bridge Builders, providing hands-on relationship building experiences. Learn more about how we are meeting our goals!
2:45-3:15 pm	Colonnade	Break - Visit Business Partners
General Sessions		
3:15-4:15 pm	Lanier Ballroom	Challenging HR Situations Erin Roberson and Melanie Griffin, Fayette County Schools Conference participants will choose a "tricky" HR scenario to navigate, giving us all a chance to learn from each other.
4:15- 4:30 pm	Lanier Ballroom	Business Partner Door Prizes <i>(Must be present to win, one prize per participant)</i>
4:45-5:00pm	Lanier Ballroom	Regional Directors Meeting
Dinner On Your Own		
7:00-10:00 pm	Delegal Room or Lawn	Drinks, Dessert and Coffee! Hang out with your GASPA friends in this beautiful oceanfront setting. Sponsored by Mark III Employee Benefits.

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

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Friday, May 31, 2024

Time	Location	All General Sessions/Activity
7:30-8:30am	Delegal Room	Breakfast Buffet
8:30-9:15 am	Lanier Ballroom	Certification Updates Kelli Young and Windy Fortenberry, GapSC
9:15-10:00 am	Lanier Ballroom	GapSC Updates, Anne Marie Fenton, Rules Management and Educator Assessment; Laurin Vonada, Ethics Division; Dr. Penney McRoy, Educator Preparation Division Learn of the latest updates, reminders, and resources regarding Ethics, Educator Preparation, and Assessment.
10:00-10:30	Lanier Pre-Assembly	Break/Check Out
10:30-12:00	Lanier Ballroom	Legal Updates Phil Hartley, Pereira, Kirby, Kinsinger and Nguyen, LLP
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
		Post Questions: https://tinyurl.com/5eetzayc

Conference Evaluation

<https://forms.gle/NP2kMhdmLVtkLKWJA>

Renew your GASPA membership now for 2024-2025

GASPA Gaggle will be members only access. The old Gaggle group will shut down on July 8, 2024.