EVANS COUNTY BOARD OF EDUCATION - EMPLOYEE EXPENSE STATEMENT

TRAVEL EXPENSE STATEMENT EFFECTIVE JANUARY 1, 2024

ufo	Name of Employee				and the same of the same	INSESTMT FOR EACH TO	RIP TRAVELLED.			
		-		Costlow			Y AREAS MUST BE	FILLED IN.		
Pers Info	,				in Drive Stat	esboro, GA 304	58			
٥	How far do you commute to work each day (one way not round trip)? THE AGENDA FROM YOUR MTGCONFERENCE MUST BE ATTACHED. WHAT MEETINGCONFERENCE ACTION?		20 RENCE DID YOU	What is you	ar Work Location?					
		Τ				HR Ins				
ojuj a	What city and state was your conference held?		Macon, GA		Did you drive?	YES	If you did not drive, who did?			
T	What date did you depart on your trip	6	/17/2024	What day o	lid you return i	rom your trip?	6/18/2	2024]	
	Did you depart from your home or work location?	WORK HEADQUARTERS		Did you return to your home			WORK HEAD			
	PLEASE NOTE THAT YOUR COMMUTE MILEAGE IS SUBTRACTED FROM YOUR TOTAL MILEAGE. THE STATE OF GA DOES NOT REIMBURSE FOR NORMAL COMMUTING MILES.									
0	What was your Odometer Reading on you vehicle when you first departed on you	our trip? I Claxton, Ga to HOtel, to co		What was your Odorneter Re vehicle when you returned fr conference site, to Claxton, SA		ading on your om your trip?	122508 AUTOMOBILE = \$.67/MILE			
(Mileage Reim)	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)					Did you drive an automobile or motorcycle?				
	Was this an overnight trip?	YES	If yes, did you anyor		NO	Did you pay th	e lodging fee?	NO	Pd pistrict Co	
	Note: Most overnight trips must excee	d 50 miles f	ram your home or w	ork headqtrs A	ND must require	you to be away lone	er than 12 hrs in 1	day	. Pd D1211.	
	If you did not stay overnight, then did your trave	time plus m	neeting/conference r	noutre unu te					i	
uc	one day? If you answer yes, please make sure th	at you comp	lete the meal section	below.	be away for more	than 12 hours in	YES	5		
ormatic	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	1		
dging Irri	Where did you lodge (please	Hampto	n Inn, Macon, GA		ok your lodging		YES-OTHER (see	note below)		
3	specify hotel name and city/state)? How much did the lodging cost you per			Expedia,			YES-OTHER (see note below)			
	such as rm serv, movies or parking fees. If refused to waive the hotel/motel tax, then the reimb this tax to you.)			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 relimbursement.						
	If you paid your own registration or miscella			The same of the sa	The state of the s				l	
	NOTE: You must attach to the exp strnt. the misc	ellaneous re	ceipt, registration re	ceipt OR copy	of your cancelled	f check/credit card st	mt showing the pm	it.		
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		Please select travel status from dropdown list in gray box on the right.					Travel		4	
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Welcome to the HR Institute Alum Session, 2024!

I'm so glad to see you again!

Introductions

- Name
- > System
- ▶ Position
- Tell us what year you took the Institute
- Tell us what has changed in the HR world since you attended the HR Institute, what you still would like to understand in HR, or what has gotten easier for you in HR.

Agenda

New Legislation and Important Topics

Charter & SWSS

Worth vs. Tibbetts

Spur Staffing

Noon – FLSA Webinar

Problems of Practice

Performance Management



Hampton inn and Suites by Hilton - Macon I-75 North, GA 3954 River Pl Dr, Macon 31210 US 4788035000 MCNNO_Hampton_Suites@Hilton.com

Guest Folio

Confirmation Number -

Primary Guest Guest Name Address City, State, Zip Code

ADDN GUESTS Costlow, Bobby | Sherril Costlow 1412 Jordan Drive Statesboro GA 30458

Hilton Honors Silver

Name

Stay Details Check In Date

Country

Check Out Date Room Source Guests

Company Details Jun 17, 2024 Name Jun 18, 2024 Tax ID SXQL - 215 PO Number OTHER | Account Name 1/0

Other Details Bill Number Tax Exemption YES Tax Exempt Jun 17, 2024 Date Travel Agent IATA

Date	Туре		
Jun 17, 2024	Charge	Description	
Jun 17, 2024	Tax	GUEST ROOM-Tax Exempt	Amount
Jun 18, 2024		STATE HOTEL - MOTEL FEE	\$166.91
-			\$5.00
		The second secon	-\$171,91

Summary	
Туре	
GUEST ROOM	Amount
RM - LODGING TAX	\$166.91
RM - STATE TAX	\$0.00
STATE HOTEL - MOTEL FEE	\$0.00
CREDIT CARD	\$5.00
Folio Balance	\$171.91
	\$0.00

paid by District credit

Check In Time Check Out Time

08:30 PM 08:34 AM Reservations hiltonhotels.com or +1-800-HILTONS











Hilton













