

# EVANS COUNTY BOARD OF EDUCATION - EMPLOYEE EXPENSE STATEMENT

TRAVEL EXPENSE STATEMENT EFFECTIVE JANUARY 1, 2024

THE EXPENSE STMT BELOW CAN BE COMPLETED FOR ONE TRIP ONLY. PLEASE COMPLETE A SEPARATE EXPENSE STMT FOR EACH TRIP TRAVELLED.																																																										
Pers Info	Name of Employee		Bobby Costlow		ONLY THE GRAY AREAS MUST BE FILLED IN.																																																					
	Physical Home Address, City and State		1412 Jordan Drive Statesboro, GA 30458																																																							
Trip Info	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 MTG/CONFERENCE MUST BE ATTACHED. WHAT MEETING/CONFERENCE DID YOU ATTEND?				HR Institute																																																					
	What city and state was your conference held?		Macon, GA		Did you drive?		YES																																																			
Trip Info	What date did you depart on your trip?		6/17/2024		What day did you return from your trip?		6/18/2024																																																			
	Did you depart from your home or work location?		WORK HEADQUARTERS		Did you return to your home or work location?		WORK HEADQUARTERS																																																			
	PLEASE NOTE THAT YOUR COMMUTE MILEAGE IS SUBTRACTED FROM YOUR TOTAL MILEAGE. THE STATE OF GA DOES NOT REIMBURSE FOR NORMAL COMMUTING MILES.																																																									
Mileage Reimb	What was your Odometer Reading on your vehicle when you first departed on your trip?		122226		What was your Odometer Reading on your vehicle when you returned from your trip?		122508																																																			
	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)		Claxton, Ga to Hotel, to conference site, to Claxton, GA		Did you drive an automobile or motorcycle?		AUTOMOBILE = \$5.67/MILE																																																			
	Was this an overnight trip?		YES		If yes, did you room with anyone?		NO		Did you pay the lodging fee?																																																	
Lodging Information							NO		pd by district cc																																																	
	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.																																																									
Lodging Information	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.		1																																																	
	Where did you lodge (please specify hotel name and city/state)?		Hampton Inn, Macon, GA		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.																																																					
Misc	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.																																																									
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Meals and Employee Signature	Please select travel status from dropdown list in gray box on the right.																																																									
	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.																																																									
Meals and Employee Signature	<table border="1"> <thead> <tr> <th>DATE</th> <th>BREAKFAST</th> <th>AMOUNT</th> <th>LUNCH</th> <th>AMOUNT</th> <th>DINNER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>DAY 1</td> <td>NOT PROV BY CONF/HOTEL</td> <td>\$9.75</td> <td>NOT PROV BY</td> <td>\$10.50</td> <td>NOT PROV BY CONF/HOTEL</td> <td>\$17.25</td> </tr> <tr> <td>DAY 2</td> <td>NOT PROV BY CONF/HOTEL</td> <td>\$9.75</td> <td>PROV BY CONF/HOTEL</td> <td></td> <td>NOT PROV BY CONF/HOTEL</td> <td>\$17.25</td> </tr> <tr> <td>DAY 3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DAY 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DAY 5</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td>\$19.50</td> <td></td> <td>\$10.50</td> <td></td> <td>\$34.50</td> </tr> </tbody> </table>									DATE	BREAKFAST	AMOUNT	LUNCH	AMOUNT	DINNER	AMOUNT	DAY 1	NOT PROV BY CONF/HOTEL	\$9.75	NOT PROV BY	\$10.50	NOT PROV BY CONF/HOTEL	\$17.25	DAY 2	NOT PROV BY CONF/HOTEL	\$9.75	PROV BY CONF/HOTEL		NOT PROV BY CONF/HOTEL	\$17.25	DAY 3							DAY 4							DAY 5							TOTAL		\$19.50		\$10.50		\$34.50
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This section below is for Accounting Purposes and Approval Purposes Only. This section below must be manually entered.																																																										
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Principal's Approving Signature & Date																																																										
Program Dir Sign & Date																																																										
Finance Director Sign & Date																																																										
Superintendent's Approval																																																										

Welcome to the HR Institute  
Alum Session, 2024!

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I'm so glad to see you again!



# Introductions

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- 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

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- ✓ 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

Date Range: Jun 17, 2024 - Jun 18, 2024  
Tax ID :

## Guest Folio

Confirmation Number -

### Primary Guest

Guest Name  
Address  
City, State, Zip Code  
Country

Costlow, Bobby  
1412 Jordan Drive  
Statesboro GA 30458  
US

### ADDN GUESTS

Sherril Costlow

### Hilton Honors

Silver

### Stay Details

Check In Date  
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  
Name

Date	Type	Description	Amount
Jun 17, 2024	Charge	GUEST ROOM-Tax Exempt	\$166.91
Jun 17, 2024	Tax	STATE HOTEL - MOTEL FEE	\$5.00
Jun 18, 2024	Payments		-\$171.91

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

paid by District credit  
card

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

Hilton

