

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.									
Pers Info	Name of Employee		Martin G. Waters		ONLY THE GRAY AREAS MUST BE FILLED IN.				
	Physical Home Address, City and State		318 Nevils-Denmark Road, Nevils, GA 31321						
Trip Info	How far do you commute to work each day (one way not round trip)?		13		What is your Work Location?		BOE		
	THE AGENDA FROM YOUR MTG/CONFERENCE MUST BE ATTACHED. WHAT MEETING/CONFERENCE DID YOU ATTEND?				Georgia Charter Foundation BOD				
Trip Info	What city and state was your conference held?		Macon, GA Atlanta, GA		Did you drive?		YES		If you did not drive, who did?
	What date did you depart on your trip?		10/3/2023		What day did you return from your trip?		10/3/2023		
Trip Info	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?		37281		What was your Odometer Reading on your vehicle when you returned from your trip?		37531		
	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)		Work to 2007 Riverside Drive, Macon; return		Did you drive an automobile or motorcycle?		AUTOMOBILE = \$.655/MILE		
Mileage Reimb	Was this an overnight trip?		NO		If yes, did you room with anyone?		NO		Did you pay the lodging fee?
									NO
Lodging Information	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?		NO		Who did you room with at the conference?		Please indicate how many nights you stayed overnight		
Lodging Information	Where did you lodge (please specify hotel name and city/state)?				Did you book your lodging through a website, such as Priceline, Travelocity, Expedia, ...?				
Lodging Information	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.)				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.								
Misc	Please select travel status from dropdown list in gray box on the right.				Day 1		Travel Day		
					Day 2		Not a Travel Day		
Misc	Please select travel status from dropdown list in gray box on the right.				Day 3		Not a Travel Day		
					Day 4		Not a Travel Day		
Misc	Please select travel status from dropdown list in gray box on the right.				Day 5		Not a Travel Day		
Meals and Employee Signature	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			DATE	BREAKFAST	AMOUNT	LUNCH	AMOUNT	DINNER	AMOUNT
			DAY 1	PROV BY CONF/HOTEL		PROV BY CONF/HOTEL		PROV BY CONF/HOTEL	
Meals and Employee Signature	Employee Signature and Date above* (Must print & sign on a hard copy. Please "below.")		DAY 2	PROV BY CONF/HOTEL		PROV BY CONF/HOTEL		PROV BY CONF/HOTEL	
	You must submit within 45 days of travel to be reimbursed.		DAY 3	PROV BY CONF/HOTEL		PROV BY CONF/HOTEL		PROV BY CONF/HOTEL	
Meals and Employee Signature	* By signing the employee does solemnly swear that this expense statement is true and the described expenses were incurred in the discharge of official duties for the Evans Co. School System.		DAY 4	PROV BY CONF/HOTEL		PROV BY CONF/HOTEL		PROV BY CONF/HOTEL	
			DAY 5	PROV BY CONF/HOTEL		PROV BY CONF/HOTEL		PROV BY CONF/HOTEL	
Meals and Employee Signature			TOTAL		\$0.00		\$0.00		\$0.00
Reimb Totals and Approvals	TOTAL MILEAGE REIMBURSEMENT		TOTAL LODGING FEES		TOTAL MEAL PER DIEM		TOTAL REGIS OR MISC FEES		TOTAL
	\$163.75		\$0.00		\$0.00		\$0.00		\$163.75
Reimb Totals and Approvals	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:		100-5-9990-2300-580-8010						
Reimb Totals and Approvals	ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR:								
Reimb Totals and Approvals	Principal's Approving Signature & Date		Program Dir Sign & Date		Finance Director Sign & Date		Superintendent's Approval		

GSBA Finance Workshop

10/5/23

FINANCE WORKSHOP

October 3, 2023

Macon, GA

8:00 AM – 3:30 PM

Agenda is subject to change.

- 8:00 AM **Registration & Continental Breakfast**
- 8:30 AM **Welcome & Introductions**
Valarie Wilson, Executive Director, GSBA
Dr. Sam King, Director of Board Development & Superintendent Searches, GSBA
- Today's Facilitators:**
Dr. Steve Smith, Executive Director, Heart of Georgia RESA
Marc Wisniewski, Former Board of Education Member
- 8:45 AM **Updates from the Georgia Department of Education**
Amy Rowell, Director, Financial Review & Grants Accounting, GADOE
- 10:00 AM **Break**
- 10:15 AM **The Budget Calendar**
- 10:30 AM **The Upcoming Funding Cliff with ESSER Funds Spent Out**
- 10:45 AM **The Large Surpluses Most Districts Have & the Political Ramifications**
- 11:00 AM **The Impact State Health Benefits Plan (SHBP) Premium Increases Will Have on Surpluses**
- 11:15 AM **Local, State & Federal Funding Part 1**
- 12:00 PM **Lunch**
- 1:00 PM **Local, State & Federal Funding Part 2**
- 2:00 PM **Break**
- 2:15 PM **Educating the Public about Tax Increases, Rollbacks & Minimum Required Millage Rates for Equalization**
- 2:30 PM **Panel Discussion**
Pam Brown, Chair, Rockdale County Schools
Kyla Cromer, Chair, Cherokee County Schools
Brian Hubbard, Board Member, Pike County Schools
Joy Hurst, Board Member, Pelham City Schools
Eddy Sams, Chair, Glynn County Schools
- 3:30 PM **Wrap-Up & Evaluations**