EVANS COUNTY BOARD OF EDUCATION - EMPLOYEE EXPENSE STATEMENT

TRAVEL EXPENSE STATEMENT EFFECTIVE JANUARY 1, 2023

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	Martin G. Waters		ONLY THE GRAY AREAS MUST BE FILLED IN.
Physical Home Address, City and State	318 Nevils-Denmark Road, Nevils, GA 31321		
How far do you commute to work each day (one way not round trip)?	13	What is your Work Location?	BOE

Trip Info

THE AGENDA FROM YOUR MTG/CONFERENCE MUST BE ATTACHED. WHAT MEETING/CONFERENCE DID YOU ATTEND?	~~Georgia Charter Foundation BOD~~ GADOE - Federal Programs Conference			
What city and state was your conference held?	College Park, GA	Did you drive?	YES	If you did not drive, who did?
What date did you depart on your trip?	2/12/23	What day did you return from your trip?	2/14/23	
Did you depart from your home or work location?	WORK HEADQUARTERS	Did you return to your home or work location?	WORK HEADQUARTERS	

Mileage Reimb

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?	41000			41415
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 2079 Hospitality Wy, Atlanta, GA 3		Did you drive an automobile or motorcycle?	AUTOMOBILE = $.655/MILE

work
415 miles
X .67 per mile
$278.05

Lodging Information

Was this an overnight trip?	YES	If yes, did you room with anyone?	NO	Did you pay the lodging fee?	No YES

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	
Where did you lodge (please specify hotel name and city/state)?	AC by Mariott	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.)		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.			

Lodging Paid by District Credit Card

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.	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	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	Not a 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.

Meals and Employe Signature

DATE	BREAKFAST	AMOUNT	LUNCH	AMOUNT	DINNER	AMOUNT
12 DAY 1	NOT PROV BY CONF/HOTEL	$9.75	NOT PROV BY	$10.50	NOT PROV BY CONF/HOTEL	$17.25
13 DAY 2	PROV BY CONF/HOTEL	-0-	PROV BY CONF/HOTEL	-0-	PROV BY CONF/HOTEL	-0-
14 DAY 3	PROV BY CONF/HOTEL	-0-	PROV BY CONF/HOTEL	-0-	NOT PROV BY CONF/HOTEL	$17.25
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	
TOTAL		$9.75		$10.50		$34.50

Employee Signature and Date above (Must print & sign on a hard copy. Please * below)*

You must submit within 45 days of travel to be reimbursed.

** 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.*

Reimb Totals and Approvals

TOTAL MILEAGE REIMBURSEMENT	TOTAL LODGING FEES	TOTAL MEAL PER DIEM	TOTAL REGIS OR MISC FEES	TOTAL
✓ $271.83 $278.05	HOW MUCH PER NIGHT?	✓ $54.75	$0.00	$326.58

$332.80

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
ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR:	

Principal's Approving Signature & Date | Program Dir Sign & Date | Financ Director Sign & Date 2/15/23 | Superintendent's Approval

Federal Programs Conference
February 13-14, 2024
Georgia International Convention Center
Agenda

February 13, 2024

7:30 a.m. - 8:30 a.m. Registration
8:30 a.m. - 9:45 a.m. Opening General Session (Salons 4-5)

Day One: Concurrent Sessions

Location	10:00 a.m. – 11:00 a.m.	11:15 a.m. – 12:15 p.m.	1:30 p.m. – 2:30 p.m.	2:45 p.m. – 3:45 p.m.
Salon 1 (Principals of Newly Federally Identified Schools Only)	Data-Driven Decision Making What Does it Mean? Part 1	Data-Driven Decision Making What Does it Mean? Part 2	Effectively Supporting and Monitoring Instruction Using the Collaborative Planning Process	Best Practices for Alternative Education
Salon 2 (Principals of Previously Federally Identified Schools Only)	Effectively Supporting and Monitoring Instruction	Evaluating Impact Using the Continuous Improvement Cycle	Data Who, Data What! Using Instructional Awareness Walk Data to Drive School Improvement	How School Systems are Funded
Salon 3 (District Leaders of Federally Identified Schools Only)	The District's Role in Supporting Effective School Improvement	Data-Driven Decision Making from the District Lens Part 1	Data-Driven Decision Making from the District Lens Part 2	Test Your Knowledge: How Well Do You Know Title I, Part A Requirements?
Salon 6	Developing and Implementing Enrichment Activities that Complement and Reinforce the Regular School Day	On/Off the Disproportionality List... What Difference Does It Make?		Navigating the Comprehensive Needs Assessment Journey in Title III, Part A
Salon 7	ESSER Investments Part 1: Recommendations for Sustainable Decision-Making Discussions for the Nearing End of the Grant Funds	ESSER Investments Part 2: Key Questions to Ask the ESSA and IDEA Program Offices to Potentially Sustain Critical ESSER Programs	Finishing Strong with ESSER: Innovative Uses for the ARP Act Formula Carryover Funds	English Language Arts (ELA) Standards Update
Salon 8	Connecting Science to the Science of Reading	Foundational Literacy Skills	Georgia Tiered System of Supports: Avoiding Three Common Mistakes	Georgia's K-12 Mathematics Standards Resource-Rich Mathematics Instruction: Focusing on Tier 1 Success
Italian 1-2	More than Just a Read Aloud: Best Practices for Effective Integration in the K-5 Social Studies Classroom	Talent Development: What does that mean, why is it important, and how might that look in my district/school?	Math & CS CONnect Virtual Specialist Program	
Kenyan 1-2	Building Bridges: Fostering Strong and Collaborative Relationships between Migrant Student Service Providers, Parents, and Classroom Teachers	It Takes a Village: Assisting Migrant Consortium Districts in Enhancing Services for Migrant Students	Title I, Part C, Easy as 1, 2, 3!	Supporting Rural Districts
Swiss 1-2	Elevating English Proficiency: Linking CLIP, Budget, and Student Success	Afterschool and Summer Programs – Coordinating Resources and Focusing on Instruction	Leveraging Data to Unlock Schools' Potential: Serving English Learners	Breaking Barriers: Enhancing Accessibility in Assessment
Italian 3-4	A Path to Success: Identifying Students with the Most Significant Cognitive Disabilities	Moving Beyond the MOE Calculation A Deep Dive into Taking Exceptions	Next Level Grant Management	Special Education Disputes: How to Resolve and Possibly Prevent
Kenyan 3-4	Effective Methods for Managing IDEA MOE	CFM 411	Improving Outcomes for Special Education Students Through Retention: Georgia Teacher Provider Retention Program (GA-TPRP)	Least Restrictive Environment: Continuum of Services and Specially Designed Instruction
Swiss 3-4	McKinney-Vento Program Eligibility	Strategic Synergy: Crafting Effective Schoolwide Plans in Consolidated LEAs		
Spanish 1-4 (Tier IV Only)	Transforming Instruction		Triangulating Data to Determine a Problem of Practice	

Federal Programs Conference
February 13-14, 2024
Georgia International Convention Center
Agenda

February 14, 2024

7:30 a.m. - 8:30 a.m. Registration
8:30 a.m. - 9:45 a.m. Opening General Session (Salons 4-5)

Day Two: Concurrent Sessions

Location	10:00am – 11:00am	11:15am – 12:15pm	1:30pm-2:30pm	2:45pm-3:45pm
Salon 1 (Principals of Newly Federally Identified Schools Only)	The Who, What, Why, and How of the Continuous Improvement Team (CIT)	Effective Strategies for School Improvement Planning Part 1	Effective Strategies for School Improvement Planning Part 2 Work Session	Creating Effective and Actionable School Improvement Plans
Salon 2 (Principals of Previously Federally Identified Schools Only)	Effective Professional Learning Practices	Effective SIP and STAP Construction, Monitoring, and Implementation Part 1	Effective SIP and STAP Construction, Monitoring, and Implementation Part 2 Work Session	Intensive, Collaborative, Job-embedded, Data-driven, and Classroom-focused: Making use of the PLC
Salon 3 (District Leaders of Federally Identified Schools Only)	Effectively Supporting Instruction from the District Lens	Effective District Plan of Support Construction, Implementation, and Monitoring Part 1	Effective District Plan of Support Construction, Implementation, and Monitoring Part 2 Work Session	Connecting Teachers to GaConnects Digital Media & Literacies
Salon 6	Consolidation of Funds: Unlocking Opportunities for Flexibility and Innovation	Conversations with the Consolidated Team	Can School Climate Predict Student Outcomes?	Foster Care Education and House Bill 855
Salon 7	Title IV, Part A CLIP/SCLIP Preparation that Leads to Flawless Budgeting	Financial Accounting and Reporting for Georgia's Local Educational Agencies	Federal Procurement Planning: Best Practices for LEAs	Applications for Enhancing Learning
Salon 8	I've Hired Them, Now What Do I Do? Induction and Mentoring		Recruiting, Retaining, and Recognizing Effective Educators across Georgia	Georgia's Moment of Literacy Lift
Italian 1-2	Georgia Early Warning System for On-time Graduation Prediction A Tool to Identify At-risk Students	Empowering Federal Programs Leaders to Conduct Successful Consultations with Private School Officials		
Kenyan 1-2	Conducting a Comprehensive Needs Assessment (CNA)	Focusing on Budgets to Offer Migrant Summer Services	Unlocking Opportunities: Navigating the Education of Migratory Children Program Eligibility Requirements	
Swiss 1-2		Leveraging Data to Unlock Schools' Potential Serving English Learners	Optimizing Collaboration to Identify, Serve, and Assess English Learners with Disabilities	Elevating English Proficiency: Linking CLIP, Budget, and Student Success
Italian 3-4	Master Scheduling for Special Education - Elementary School	Master Scheduling for Special Education - Middle School	Master Scheduling for Special Education - High School	Whole Child and Federal Programs Collaborative Opportunities: Stronger Connections Grant
Kenyan 3-4	Hot Topics in IDEA Equitable Services			3D Transition Planning: What is the Length, Breadth, and Depth
Swiss 3-4	Everyone Wins! Building Parent Capacity	Everyone Wins! Building Staff Capacity	Title IV, Part A Effective Monitoring	
Spanish 1-4 (Tier IV Only)	Getting to the Root of the Problem to Transform Instruction		Making the Right Moves to Transform Instruction	

AC HOTELS BY MARRIOTT
AC ATLANTA AIRPORT GATEWAY
2079 HOSPITALITY WAY
ATLANTA, GEORGIA 30337
T: 404 665 0309

paid by District CC

MARTIN WATERS
705 WEST MAIN STREET
CLAXTON GA 30417
VISITING

ROOM: 535
ROOM TYPE: GENR
NUMBER OF GUESTS: 1
RATE: $189.00 CLERK: MMH

ARRIVE: 12FEB24
DEPART: 14FEB24
FOLIO NUMBER

TIME: 04:57PM
TIME: 08:13AM

DATE	DESCRIPTION	CHARGES	CREDITS
12Feb24	Daily Parking	20.00	
12Feb24	Room Charge	189.00	
13Feb24	Restaurant Room Charge	25.00	
13Feb24	Room Charge	189.00	
14Feb24	Visa		423.00
	Card #:		

Card Type: VISA Card Entry: CHIP Approval Code: 071257 App Label: VISA DEBIT AID: A0000000031010

Balance: 0.00

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2079 HOSPITALITY WAY
ATLANTA, GEORGIA 30337
T: 404 665 0309

MARTIN WATERS
705 WEST MAIN STREET
CLAXTON GA 30417
VISITING

ROOM: RVS
ROOM TYPE: HSE
NUMBER OF GUESTS: 0
RATE: $0.00 CLERK: MLH

ARRIVE: 15FEB24
DEPART: 15FEB24
FOLIO NUMBER

TIME: 12:58PM
TIME: 01:02PM

DATE	DESCRIPTION	CHARGES	CREDITS
15Feb24	Adj. Market Fresh Food		25.00
15Feb24	Visa	25.00	
	Card #:		
	Card Type: VISA Card Entry: MANUAL Approval Code: 125616		
	Balance:	**0.00**	

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AC HOTELS MARRIOTT

AC HOTEL ATLANTA AIRPORT GATEWAY

PARKING PASS

GUEST FOLIO NUMBER	ARRIVAL	DEPARTURE

NOTICE:

PARKING CHARGE: $30.00

YOU ARE PARKING AND LEAVING YOUR VEHICLE AT YOUR OWN RISK. PLEASE LOCK ALL DOORS AND WINDOWS AFTER REMOVING ANY PROPERTY OR VALUABLES FROM VEHICLE. THE HOTEL WILL NOT BE, IN ANY EVENT, BE LIABLE FOR LOSS OR DAMAGE TO YOUR VEHICLE OR PROPERTY.