

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	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			
THE AGENDA FROM YOUR MEETING/CONFERENCE MUST BE ATTACHED - WHAT MEETING/CONFERENCE DID YOU ATTEND?				FDRESA BOC					
What city and state was your conference held?			Darien, GA	Did you drive?	YES	If you did not drive, who did?			
What date did you depart on your trip?			2/21/2024	What day did you return from your trip?		2/21/2024			
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.									
What was your Odometer Reading on your vehicle when you first departed on your trip?			43600	What was your Odometer Reading on your vehicle when you returned from your trip?		43740			
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)			Office to McIntosh BOE 1100 CA Devillars Rd, Darien, GA 31305	Did you drive an automobile or motorcycle?		AUTOMOBILE = \$.67/MILE			
Was this an overnight trip?		NO	If yes, did you room with anyone?		NO	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.						NO			
Do you have a copy of your lodging receipt to attach to your printed expense statement?			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)?			Did you book your lodging through a website, such as Priceline, Travelocity, Expedia, ... ?						
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.						
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 print.									
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					
Please select travel status from dropdown list in gray box on the right.				Day 3					
Please select travel status from dropdown list in gray box on the right.				Day 4					
Please select travel status from dropdown list in gray box on the right.				Day 5					
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 or 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.						
			DATE	BREAKFAST	AMOUNT	LUNCH	AMOUNT	DINNER	AMOUNT
			DAY 1	NOT PROV BY CONF/HOTEL	\$9.75	PROV BY CONF/HOTE		PROV BY CONF/HOTEL	
Employee Signature and Date above* (Must print & sign on a hard copy. Please * below.)			DAY 2						
You must submit within 45 days of travel to be reimbursed.			DAY 3						
* 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						
			DAY 5						
			TOTAL		\$9.75		\$0.00		\$0.00
TOTAL MILEAGE REIMBURSEMENT		TOTAL LODGING FEES	TOTAL MEAL PER DIEM		TOTAL REGIS OR MISC FEES		TOTAL		
\$93.80		\$0.00	\$0.00		\$0.00		\$93.80		
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:				100-5-9990-2300-580-80					
ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR:									
Principal's Approving Signature & Date				Program Dir Sign & Date		Financ Director Sign & Date		Superintendent's Approval	



Gmail

Search in mail

Mail

Compose

Chat

Pause Inbox

Meet

Inbox

Starred

Snoozed

Sent

Drafts

Trash

More

Labels

_Inbox

ARogers - Comm, PR, ...

BOE-Hallman-Charter

CIT

Costlow - HR/Athletics

Feedback

Holmes - Finance

Jordan - Ath, SNP, Trans

KVandenberg - SpEd, T...

Lanier - Student Data

MGW - Personal

Moss - Communication

Red Barn

RESA - Com Boards

Rotary

Jc
3rd Grade F
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Si
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You will fin

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Re:
912-245-41

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Tanita
Fwd: CMS C
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FDRESA Board of Control Meeting

Wednesday, February 21 · 10:30am – 12:30pm
Monthly on the third Wednesday

Join with Google Meet
meet.google.com/kdy-uvpv-caj

Join by phone
(US) +1 516-399-4823 PIN: 571 031 395#

More phone numbers

McIntosh County Board of Educat...
1100 C A Devillars Rd, Darien, GA 31305...

2 guests
2 yes

- ✓ Amy Rogers
Organizer
- ✓ Marty Waters

10 minutes before

Amy Rogers

There have been changes made to details of this event that are only reflected on this calendar

Restore original event

Yes No Maybe