

EVANS COUNTY BOARD OF EDUCATION - EMPLOYEE EXPENSE STATEMENT

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.									
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		
	What city and state was your conference held?		Savannah, GA		Did you drive?		YES		If you did not drive, who did?
Trip Info	What date did you depart on your trip?		4/9/2024		What day did you return from your trip?		4/11/2024		
	Did you depart from your home or work location?		WORK HEADQUARTERS		Did you return to your home or work location?		WORK HEADQUARTERS		
Trip Info	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?		44730		What was your Odometer Reading on your vehicle when you returned from your trip?		44850		
Trip Info	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 100 Gen. McIntosh Blvd, Savannah; Return		Did you drive an automobile or motorcycle?		AUTOMOBILE = \$.67/MILE		
	Was this an overnight trip?		YES		If yes, did you room with anyone?		NO		Did you pay the lodging fee?
Trip Info	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						
Trip Info	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.		2
	Where did you lodge (please specify hotel name and city/state)?		Savannah Marriott Riverfront		Did you book your lodging through a website, such as Priceline, Travelocity, Expedia, ...?				
Trip Info	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.								
Trip Info	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				
Trip Info	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				
Trip Info	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						
Trip Info	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.						
Trip Info	DATE		BREAKFAST		AMOUNT		LUNCH		AMOUNT
	DAY 1		NOT PROV BY CONF/HOTEL		\$9.75		NOT PROV BY		\$10.50
Trip Info	DAY 2		PROV BY CONF/HOTEL				PROV BY CONF/HOTEL		\$23.00
	DAY 3		PROV BY CONF/HOTEL				NOT PROV BY CONF/HOTEL		\$10.50
Trip Info	DAY 4								
	DAY 5								
Trip Info	TOTAL				\$9.75				\$21.00
									\$57.50
Trip Info	TOTAL MILEAGE REIMBURSEMENT		TOTAL LODGING FEES		TOTAL MEAL PER DIEM		TOTAL REGIS OR MISC FEES		TOTAL
	\$80.40		\$0.00		\$88.25		\$0.00		\$168.65
Trip Info	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:		100-5-9990-2300-550-8010						
Trip Info	ACCOUNT NO. ASSIGNED BY PRINCIPAL OR PROGRAM DIRECTOR:								
	Principal's Approving Signature & Date		Program Dir Sign & Date		Finance Director Sign & Date		Superintendent's Approval		

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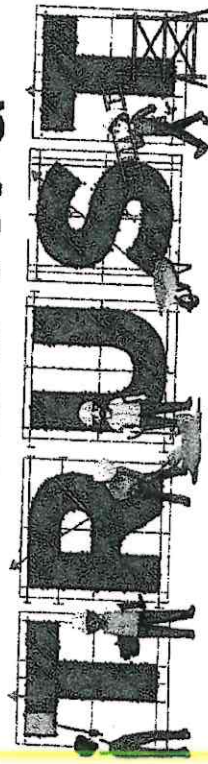
Georgia School
Superintendents Association

SPRING BOOTSTRAP CONFERENCE

APRIL 10-11, 2024

MARRIOTT SAVANNAH RIVERFRONT • SAVANNAH, GA

BUILDING



Tuesday, April 9

- 10:00 a.m. Superintendent Induction Program – Plaza
- 5:30 p.m. GSSA Board of Directors Dinner – Academy
- 6:30 p.m. GSSA Board of Directors Meeting – Plaza
- 7:30 p.m. Platinum & Gold Welcome Reception – Atrium

GSSA's Platinum and Gold sponsors are sponsoring this event that will start at 7:30 pm in the Atrium of the Savannah Marriott Riverfront to kick start the start the conference.

In the past, many of our members have indicated the need for opportunities to network, collaborate, and socialize with colleagues. Having gone through the inevitable and varied experiences of the superintendency, opportunities to have dialog, problem-solving, and commiserate are typically highly valued by superintendents and educational leaders at every level. At this event, you will have the opportunity to meet with our new superintendents, other Georgia superintendents, GSSA

staff, some of the speakers for our conference, and national educational leaders, in a relaxed and informal setting. We hope that you will plan to attend so you don't miss out on the refreshments, deserts, the music, and the fellowship with your colleagues.

Wednesday, April 10

8:00 a.m. REGISTRATION OPENS

8:00 a.m. Heart of Georgia RESA – *Pulaski*

8:30 a.m. First District RESA – *Plaza*

8:30 a.m. West Georgia RESA – *Forsyth*

8:30 a.m. Pioneer RESA – *Oglethorpe AB*

GENERAL SESSION I – *Savannah Ballroom AB*

10:00 a.m.

Welcome

GSSA President Jason Branch and Superintendent of Savannah-Chatham County Schools welcomes members and guests to the conference and recognizes sponsors and other special guests.

10:20 a.m.

KEYNOTE: Dr. Andrew Dolloff – *Trust Imperative*

News from the legal front will be presented by GSSA's long-time friends from the law firm of Harben, Hartley, and Hawkins.

11:15 a.m.

GSSA Awards

GSSA President's Awards
GSSA Trailblazer Award
Recognition of New Superintendents
Awarding of Service Pins
Recognition of Retiring Superintendents

12:00 p.m.

Lunch – *Atrium*

GENERAL SESSION II – Savannah Ballroom AB

1:00 p.m.

GASROE Update – Murray Kogod & Danielle Rosa

1:15 p.m.

Causes of Low Literacy – Data and Review

Gary McGiboney – *Executive Director of Governmental and Education Strategies, Sharecare* | Arianne Weldon – *Get Georgia Reading*

2:00 p.m.

Georgia Match

Lynne Riley – *President of Georgia Student Finance Commission*

2:15 p.m.

AIR: Actions Intended for Results - Learning Loss Recovery and Acceleration Initiative

Dr. Anthony Smith – *Clayton County Superintendent* |
Dr. Timothy Guiney – *Chief Academic Officer, Secondary Education* | Dr. Charmine Johnson – *Chief Academic Officer, Elementary Education* | Mrs. Wynne Long-Learson – *Program Manager*

3:00 p.m.

Safe, Connected, & Thriving Preventing the Unthinkable: Student Advocacy Specialist

Dr. Jeff Bearden – *Forsyth Superintendent* | Todd Shirley – *Chief Operations Officer* | Steve Honn – *Director of Safety & Discipline*

3:45p.m.

Ga Department of Education - Literacy & Science of Reading Update – April Aldridge & Amy Deny

4:15 p.m.

K12 Cyber Security – Russell Paine – *GA Department of Education*

4:30 p.m.

President's Reception – Atrium

All conference attendees are invited to this reception honoring new superintendents and those who are retiring.

Thursday, April 11

7:30 a.m.

GSSA Breakfast – Savannah Ballroom C

Conference attendees are invited to enjoy a buffet breakfast, network with colleagues, and participate in the Association's business meeting.

GENERAL SESSION III – Savannah Ballroom AB

9:00 a.m.

Welcome and Inspiration

GSSA President-elect Norris Price presides

9:05 a.m.

Vox – Bradwell Institute – Liberty County Schools – Student Performance

9:45 a.m.

2024 Georgia Teacher of the Year

Christy Todd – *Fayette County Schools*

10:00 a.m.

Inspiration – 2024 Georgia Superintendent of the Year

Fred Williams – *Dublin City Schools*

10:15 a.m.

SOY Final Four Superintendent Panel: TRUST (Board, Community, Organization)

Dr. Rob Brown – *Facilitator* | Mary Elizabeth Davis – *Henry*
Marc Feuerbach – *Cartersville* | Bubba Longgear – *Candler*
Fred Williams – *Dublin*

10:45 a.m.

GA TRS Update – Buster Evans

11:00 p.m.

GSSA Legislative Update

John Zauner – *Executive Director of GSSA*
Jody Barrow – *Deputy Director of GSSA*
Rob Brown – *Government Relations*

11:15 p.m.

Legal Update – Phil Hartley

12:15 p.m.

CONFERENCE ADJOURNMENT

12:00 p.m.

GAEL Board Luncheon – Academy

12:30 p.m.

GAEL Board of Directors Meeting – Plaza



MARRIOTT SAVANNAH RIVERFRONT

GUEST FOLIO

650	WATERS/MARTING	218.00	04/11/24	08:35		16559
ROOM	NAME	RATE	DEPART	TIME		ACCT# GROUP
QUQU	705 W MAIN ST		04/09/24	16:58		
TYPE	CLAXTON GA 304171715		ARRIVE	TIME		
117		PASSPORT:				
ROOM	ADDRESS	PAYMENT			MBV#:	XXXXX I
CLERK						
DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE	
04/09	PARKING	SELF	30.00			
04/09	ROOM	650, 1	218.00			
04/09	OCC FEE	650, 1	1.00			
04/09	STATE FE	650, 1	5.00			
04/10	PARKING	SELF	30.00			
04/10	ROOM	650, 1	218.00			
04/10	OCC FEE	650, 1	1.00			
04/10	STATE FE	650, 1	5.00			
04/11	CCARD-VS			508.00		.00

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MARRIOTT SAVANNAH RIVERFRONT
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