

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.							
Personal 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?		Jekyll Island, GA		Did you drive?		YES
	What date did you depart on your trip?		7/8/2023		What day did you return from your trip?		7/12/2023
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.						
	What was your Odometer Reading on your vehicle when you first departed on your trip?		62318		What was your Odometer Reading on your vehicle when you returned from your trip?		62583
Mileage Reimb	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 Conference to Meals; return		Did you drive an automobile or motorcycle?		AUTOMOBILE = \$.655/MILE
	Was this an overnight trip?		YES		If yes, did you room with anyone?		YES
	Did you pay the lodging fee?		YES		Did you pay the lodging fee?		YES
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.						
	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?		Bobby Costlow
Misc	Where did you lodge (please specify hotel name and city/state)?		Villas by the Sea		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.)		\$10.00		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.		
	If you paid your own registration or miscellaneous fee (such as bus fuel), please input amount paid.						
Misc	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		
Meals and Employee Signature	Please select travel status from dropdown list in gray box on the right.		Day 3		Not a 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		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.		\$10.00				
	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.						
	Employee Signature and Date above* (Must print & sign on a hard copy. Please * below.)						
Meals and Employee Signature	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
	\$173.58		HOW MUCH PER NIGHT?		\$148.00		\$10.00
							\$331.58
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		Superintendent's Approval	

RECEIPT

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

RECEIPT

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

THIS IS YOUR RECEIPT

JEKYLL ISLAND

1 Day Pass

Regular

RECEIPT - PLEASE RETAIN

PURCHASE 07-08-2023

Trans: 411385
Time: 03:44 PM
AFM: 1005
Price: \$10.00

isa (i)

uth : 144445 \$10.00

CARDHOLDER COPY

Expires

Jul 8 2023

11:59 PM



Gael Planning Agenda - Saturday, July 8, 2023

Proposed Discipline Rtl

Preplanning meeting @ school with chronic issues

Tier I

Grade Level Specific

K-2:

3-5:

6-8:

9-12:

Tier II

3 ODRs (Level II/III)

Intervention + Parent Conference

Tier III

5th ODR (Level II/III)

Parent Conference + Behavior Contract

Tier IV

7th ODR

Boost(Placement Team) or SCA (Placement Team)

Proposed Attendance Rtl

Preplanning meeting @ school with chronic issues

Tier I

Grade Level Specific

K-2:

3-5:

6-8:

9-12:

Tier II

5 Absences - Letter

10 Absences - Letter/Parent Conference

Tier III

15 Absences - Letter / Loss of School Privileges / Attendance Contract

20 Absences - Referral to Social Worker

Tier IV

25 Days - Referral to Juvenile Court

30 Days - Boost(Placement Team) or SCA (Placement Team)

SAFETY DISCUSSION

Plans, Metal detector procedures, dates for intruder drill (lockdown III)



2023 GAEL Summer Conference Agenda

"Ring in 50 Years of Believing"

July 9-12, 2023

Jekyll Island Convention Center

Sunday, July 9

9:00 a.m.	GSSA Board of Directors Meeting	Jekyll Island Club
10:30 a.m.	GAEL Board of Directors Meeting <i>Board of Directors Luncheon to Follow</i>	Room 7
12-5:00 p.m.	Conference Registration	Ben Porter Room
9-5:00 p.m.	Exhibitor Registration	Atlantic Hall G-H
12:30 p.m.	Affiliate Organization Executive Board Meetings GAESP Executive Board Meeting – Room 7 GAMSP Executive Board Meeting – Room 8 GACIS Executive Board Meeting – Room 10	Various Rooms
1:00 p.m.	Affiliate Organization Board of Directors Meeting GAESP Board of Directors Meeting – Room 7 GAMSP Board of Directors Meeting – Room 8 GASSP Board of Directors Meeting – Room 9 GACIS Board of Directors Meeting – Room 10	Various Rooms
3:00 p.m.	Grand Opening Session	Atlantic Hall A-F
3:00 p.m.	Welcome from the President National Anthem/Pledge to the Flag	
3:15 p.m.	Greeting from the Governor's Office	
3:20 p.m.	Welcome from Glynn County Superintendent – Dr. Scott Spence	
3:25 p.m.	Recognition of Special Guests & Sponsors	
3:40 p.m.	Student Focus: Sharks Project from Houston County Schools	
4:00 p.m.	GAEL Awards Program	
4:20 p.m.	Keynote Address: Dr. Jenni Donohoo <i>"Collective Teacher Efficacy"</i>	
5:40 p.m.	Grand Opening of the EXPO/Annual Reception <i>Sponsored by: Parrish Construction Group</i>	Atlantic Hall G-H
6:30 p.m.	GAEL Low Country Boil Celebration <i>Sponsored by: Corebridge Financial</i>	Atlantic Hall A-F

This concludes today's conference events.

Monday, July 10

7:15 a.m.	Conference Registration/Visit EXPO Breakfast <i>Sponsored by: Georgia Association of Extension 4-H Agents</i>	Jekyll Island Club
7:30 a.m.	"Oceans of Fun" Sign-Up	Oceanside Registration
8:15 a.m.	General Session II	Atlantic Hall A-F
8:30 a.m.	Welcome & Sponsor Recognition	
8:40 a.m.	Recognition of NAESP NDP/NDAP and GASSP POY/APOY	
8:40 a.m.	Keynote Address: Dr. Manny Scott <i>"The Power of One"</i>	
10:15 a.m.	Break/Visit EXPO	Atlantic Hall G-H
10:45 a.m.	Concurrent Sessions I	Various Locations
11:45 p.m.	Lunch/Visit EXPO	Atlantic Hall A-H
1:00 p.m.	Concurrent Sessions II	Various Locations
2:00 p.m.	Break/Visit EXPO	Atlantic Hall G-H
2:30 p.m.	General Session III	Atlantic Hall A-F
2:40 p.m.	Recognition of Special Contributors	
3:20 p.m.	The GAEL Legacy of 50 Years: The Return Home of GAEL Leaders	
3:20 p.m.	"The Power and Future of Public Education in Georgia" <i>Speaker: Trent North, 2023 Georgia Superintendent of the Year</i>	
4:00 p.m.	End of General Session/Visit EXPO	Atlantic Hall G-H
4:30 p.m.	Registration for the John Yates Beach Run/Walk	Great Dunes Beach Deck
5:00 p.m.	John Yates Beach Run/Walk	Jekyll Island Beach
6:30 p.m.	Water Park Fun (dinner included) <i>Sponsored by: Georgia Association of Extension 4-H Agents</i>	Jekyll Island Water Park
9:00 p.m.	Fireworks <i>Sponsored by: Georgia Association of Extension 4-H Agents</i>	Jekyll Island Water Park

This concludes today's conference events.

Tuesday, July 12

7:15 a.m.	Conference Registration Breakfast/Visit EXPO	Marshside Desk Atlantic Hall A-F
8:15 a.m.	General Session IV	Atlantic Hall A-F
8:15 a.m.	A discussion with State School Superintendent Richard Woods	
8:35 a.m.	Advancing Achievement School Award Ceremony	
8:50 a.m.	Keynote Address: Gerry Brooks <i>"Personal Climate and Culture...It's Up to You"</i>	
9:45 a.m.	Issues Critical to Public Education <i>Speakers: Dr. Buster Evans, TRS Dr. Robin Hines, GHSA Mr. Matt Arthur, GaPSC</i>	
10:30 a.m.	Break/Visit EXPO	Atlantic Hall G-H
11:00 a.m.	Affiliate Business Meetings GASPA – Room 1 G-CASE – Room 2 GELFA – Room 3 GSSA – Room 6 GAESP – Room 7 GAMSP – Room 8 GASSP – Room 9 GACIS – Room 10	Various Locations
12:00 p.m.	Lunch/Visit EXPO	Atlantic Hall A-H
1:15 p.m.	General Session V	Atlantic Hall A-F
1:15 p.m.	Remarks from the 2022-2023 GAEL President	
1:20 p.m.	Installation of the 2023-2024 GAEL Officers	
1:30 p.m.	Remarks from 2023-2024 GAEL President	
1:40 p.m.	GAEL's Nest Drops in GAEL's Three Buckets <i>Speaker: Robert "Buddy" Costley, GAEL Executive Director</i>	
2:00 p.m.	Annual Legal Update and "Back-to-School Checklist" <i>Speaker: Phil Hartley, Pereira, Kirby, Kinsinger, and Nyugen LLP</i>	
3:00 p.m.	Announcements/Door Prizes	

This concludes today's conference events.

Wednesday, July 12

8:30 – 11:30 a.m.	Leadership Actions to Accelerate Learning	Room 1
8:30 – 11:30 a.m.	Georgia Disciplinary Hearing Officer Training	Room 2
8:30 – 11:30 a.m.	Understanding QBE Fundamentals	Room 3
8:30 – 11:30 a.m.	New Legal Issues: An Extended Session with Cory Kirby	Ben Porter
8:30 – 9:30 a.m.	Growing Georgia's Educated and Skilled Workforce	Room 4
8:30 – 9:30 a.m.	Georgia's Got Talent – Selecting, Nominating, and Preparing For the Georgia Governor's Honors Program	Room 5
9:45 – 10:45 a.m.	GADOE – GaLEADS: When Teachers Thrive, Students Succeed	Room 4
9:45 – 10:45 a.m.	Accelerate Learning for At-Risk Student Groups: A Collaborative Approach	Room 5
11:00 – 12:00 p.m.	Georgia Public Education Employee Assistance Program: Wellness Support for Educators	Room 4
11:00 – 12:00 p.m.	SB211 and HB538 Requirements on Literacy Improvements In GA Public Schools: What to expect as far as requirements, Timelines and implementation efforts to date.	Room 5

This concludes the 2023 GAEL Summer Conference!