

# Georgia Department of Education Employee Expense Statement

Reporting Period of Expense  
From \_\_\_\_\_ To \_\_\_\_\_

Name \_\_\_\_\_ Headquarters \_\_\_\_\_  
Place of Residence \_\_\_\_\_  
(Street) (City) (State) (Zip)

Date	Commercial Transportation	Amount	Date	Miscellaneous Travel	Amount
<b>Total Amount</b>		<b>\$ -</b>	<b>Total Amount</b>		<b>\$ -</b>

Explain any expenses that are unusual or exceed established limits:

\_\_\_\_\_  
 "I do solemnly swear, under criminal penalty of a felony for false statements subject to punishments by fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state mileage in the discharge of my official duties for the state."

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Approved \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_

1. State Use Mileage <u>0</u> At <u>0.585</u> <small>(Must be supported by automobile mileage record on back)</small>	\$ -
2. Meals	\$ -
3. Lodging (Attach lodging receipts)	\$ -
4. Miscellaneous Travel	\$ -
5. Commercial Travel	\$ -
<b>Total Expenses</b>	<b>\$ -</b>
Less Travel Advance or Airline Ticket Advance	
Airline Ticket	
<b>Net Reimbursement</b>	<b>\$ -</b>

Vendor Number		Effective Date	Invoice Number	Description
Fund	Organization	Program	Project	Travel Expense
	414			Voucher Number
Account Description		Account	Subclass	Amount
Mileage		640001	302	\$ -
Meals		640002	302	\$ -
Lodging		640003	302	\$ -
Misc. Travel Expense		640004	302	\$ -
Commercial Transportation		040005	302	\$ -
Travel Advance		125004		\$ -
<b>Total</b>				<b>\$ -</b>

Use this space for explanation of items requiring justification.

*\*Do not include tickets purchased by department on travel card account.*

