

Wilkinson County Board of Education

Updated: 1/1/2021

206 W. Main Street, Irwinton, GA 31042

EMPLOYEE STANDARD/HIGH COST TRAVEL EXPENSE STATEMENT

Lodging Expenses

Reporting Period: _____ Auto Tag _____
 Name: _____ SSN: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Purpose of Trip: _____ Program to be charged: _____

Date	Destination	Beginning Time <small>Required</small>	Odometer Reading <small>Round to nearest mile</small>	Ending Time <small>Required</small>	Odometer Reading <small>Round to nearest mile</small>	Total Miles
						0
						0
						0
						0
						0
						0
						0
						0
						0
In order to claim meals you must stay overnight.						0

Date	BRKFST <small>\$6.00 / \$7.00</small>	LUNCH <small>\$7.00 / \$9.00</small>	DINNER <small>\$15.00 / \$20.00</small>	Total Meals	Expense Description	Lodging Expenses Amt*	Misc Expenses Amt*
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			
				\$ -			

***MUST ATTACH ALL ORIGINAL RECEIPTS**

EMPLOYEE SIGNATURE: _____ DATE: _____ APPROVAL BY PRINCIPAL: _____ DATE: _____ APPROVAL BY PROGRAM DIRECTOR: _____ DATE: _____ APPROVAL BY SUPERINTENDENT: _____ DATE: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Miles</td> <td style="width: 10%; text-align: center;">0</td> <td style="width: 10%;">@.56 a mile</td> <td style="width: 10%; text-align: right;">\$ -</td> </tr> <tr> <td>Meals.....</td> <td> </td> <td> </td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Lodging.....</td> <td> </td> <td> </td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>Miscellaneous.....</td> <td> </td> <td> </td> <td style="text-align: right;">\$ -</td> </tr> <tr style="border: 2px solid black;"> <td colspan="3" style="text-align: center; color: red;">Grand Total All Expenses</td> <td style="text-align: right; border: 2px solid black;">\$ -</td> </tr> </table>	Miles	0	@.56 a mile	\$ -	Meals.....			\$ -	Lodging.....			\$ -	Miscellaneous.....			\$ -	Grand Total All Expenses			\$ -
Miles	0	@.56 a mile	\$ -																		
Meals.....			\$ -																		
Lodging.....			\$ -																		
Miscellaneous.....			\$ -																		
Grand Total All Expenses			\$ -																		

All areas must be completed with original receipts attached to speed the process of reimbursement. Any information omitted will result in return of form for correction and/or additional information, could mean a delay of up to 30 days.

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than one year, not more than five years, that the above statement is true and I have incurred the described expenses and the local use milage in the discharge of my duties for the Wilkinson County Board of Education.

High cost areas in Georgia are limited to the following counties: Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond counties.