## Georgia Department of Education Employee Expense Statement

Reporting Period of Expense

From

То

Name				Н	eadquarters					
Place of	Residence									
		(Sti	reet)		(City)		(State)	(Zip)		
Date	ate Commercia		cial Transpo	ial Transportation			Date	Miscellaneous Travel		Amount
	Total Amount				\$ -			Total Amount	\$ -	
Explain a	anv expenses t	that are unu	isual or exc	eed establ	ished limits:					
Explain any expenses that are unusual or exceed established limits:								<ol> <li>State Use Mileage (Must be supported by 2. Meals</li> </ol>	.655 \$- \$-	
"I do solemnly swear, under criminal penalty of a felony for false statements subject to punishments by fine of not imprisonment for not less than one nor more than five years, that the above statements are true and I have incurre and the state mileage in the discharge of my official duties for the state."						•	<ol> <li>Lodging (Attach lo 4. Miscellaneous Tra 5. Commercial Trav</li> </ol>	avel	\$- \$- \$-	
									Total Expenses	\$ -
Signature Date							Less Travel Advance Airline Ticket Advance			
Approved			Date Approved					Date	Airline Ticket	
								Net Reimbursem	nent \$ -	
Vendor Number Effective Dat		e Invoice Numb		ber Description		Travel Expense				
Fund	Organization 414		Program		Project		Voucher Num			
Account Description		Account		Subclass		ount				
Mileage		640001		302	\$ -		Use this space fo	r explanation of items requiri	ng justification.	
Meals			640002		302	\$	-			
Lodging			640003		302	\$	-			
Misc. Travel Expense			640004		302	\$	-			
Commercial Transportation			040005 125004		302	\$ ¢	-			
Travel Advance			125	004	1	\$	-	1		
Total				\$	-					

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

Mo.       Day       Time       Time       Location       Amount       Location       Amount       Location         Image: Second sec	on Amount	Totals \$ - \$ -							
Image: Constraint of the second se									
Image: Constraint of the second se		¢							
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Automobile Mileage Personal Car									
Automobile Mileage         GA Tag Note: Show departure and arrival date for start and finish of each continuous trip.         GA Tag Note: Show departure and arrival date for start and finish of each continuous trip.									
Date State Use S		0							
Mo. Day Origin - Points Visited Destination Mileage Mileage Mileage Mileage	VIIIE3	0							
Interview         Destination         Interview	Department Ca	r							
0 0 0 1.D. No.									
0 0 Totals Mile	s								
	0								
0 0 I.D. No.									
0 0 Totals Mile	s								
	-								
0 0 State Aircr		Date							
	)								
	, al Aircraft	Date							
	)								
0 Other (Spe	cify)	Date							
	37								
0									
Total Amount 0									
Purpose of trip If transportation was shared, indicate mode and name of person reporting above mileage.									