

# TRAVEL FORM INSTRUCTIONS – 1/6/2021

## **ITINERANT TRAVEL EXPENSE FORM** (.56/mile)

Please make sure all information at top of page is completed -Name, mailing address, headquarters, SS# (Please do not write in “on file”; your complete number must be listed for Finance.), tag number and month ending. The budget code will be entered by the BOE. Please be sure to sign and date form.

Date and times must be logged in separately for each day. If you engaged in multiple visits for one day, you may log date and time once then under the From/To column, list the sites visited. Don't forget your odometer beginning and ending.

No attachments needed for this form.

Sign and date travel expense form.

## **STANDARD TRAVEL EXPENSE FORM** (.56/mile)

Please make sure all information at top of page is completed -Name, mailing address, headquarters, SS# (Please do not write in “on file”; your complete number must be listed for Finance.), tag number and month ending. The budget code will be entered by the BOE. Please be sure to sign and date form.

Date and times must be logged in. If you are staying multiple days for one conference, please list each day separately under the date column so that meals and/or lodging can be calculated for reimbursement per day. Meals will be reimbursed on a per diem basis – no receipts required unless requested.

If requesting mileage reimbursement, please do not forget to list your odometer beginning and ending.

\*\*Workshop, conference, Field Trip, or reason for reimbursement: - List the name of conference/ workshop that was attended.

Miscellaneous Expenses: This is where you may list other expenses such as parking, fees, or taxes. Receipts must be attached for all miscellaneous expenses.

### **ATTACHMENTS NEEDED FOR THIS FORM:**

- Original hotel/ motel receipt if staying overnight. This must be signed/dated by person seeking reimbursement. If a room is shared, please have each person to sign/date the hotel receipt as well. Credit card slip and/or checking account statements are not acceptable documentation for reimbursement.
- Copy or confirmation of registration for conference/ workshop / agenda
- PL request form that was sent to be approved by central office

Sign and date travel expense form.

## **TAX EXEMPTION FORMS**

If staying overnight, please request a tax exemption form and hotel/motel tax exemption form at least two weeks before your stay from the Central Office. Also, please notice there is a place for the employee's signature on the hotel/motel tax exemption form that will need to be signed by employee.

Information needed for these forms: Name and address of hotel, dates of stay, and the name of the conference/workshop that will be attended.

## **TIMELINESS FOR TRAVEL REIMBURSEMENT**

All travel reimbursement requests must be submitted in a timely manner, ideally within 10 days of the completion of event or trip, but no later than 45 calendar days after the event or trip. Those travel expense forms submitted after the 45-day period will be denied.

## **MEAL REIMBURSEMENT PER DIEM RATES**

(Rates are subject to change.)

Regular Rates:

- Breakfast – \$6.00
- Lunch – \$7.00
- Dinner – \$15.00

High Cost Area Rates:

- Breakfast – \$7.00
- Lunch – \$9.00
- Dinner – \$20.00

*High Cost Areas: Chatham, Clarke, Cobb, DeKalb, Fulton, Glynn, and Richmond counties.*

If meals were provided by conference, please place a zero in the appropriate box.