

## FCSS Travel Form Checklist

Updated 1/6/2021

	Go to <a href="http://www.fannin.k12.ga.us/?DivisionID=23725&amp;DepartmentID=28616">http://www.fannin.k12.ga.us/?DivisionID=23725&amp;DepartmentID=28616</a> (FCSS Home Page <input type="checkbox"/> Our Staff <input type="checkbox"/> <b>Travel Information and Forms</b> )
	Complete <b>Employee information</b> IN FULL : including address, SS#, and car tag (if claiming mileage)
	Write the name of the <b>Budget Code</b> as small as possible to the left (e.g. SPED, Title IIA, QBE PL, LOCAL)
	Complete <b>dates and times</b> and destinations ACCURATELY, complete <b>mileage</b> per day, and include personal miles. Note: Driving to dinner is personal mileage; however, driving to the conference is state mileage.
	<p><b>Detail of Subsistence</b>            Per diem amounts are based on the area to which you travel. High Cost areas are: Chatham, Clarke, Cobb, DeKalb, Fulton, Glynn, and Richmond Counties.  <b>High Cost Day of travel (In State Overnight):</b> Breakfast:\$ 7.00, Lunch:\$9.00, Dinner: \$20.00  <b>High Cost Non Travel Days (In State Overnight):</b> Breakfast: \$7.00, Lunch: \$9.00, Dinner: \$20.00  <b>Regular Cost Day of Travel: (In State Overnight)</b>Breakfast: \$6.00, Lunch:\$7.00 , Dinner: \$15.00  <b>Regular Cost Non Travel Days: (In State Overnight)</b>Breakfast: \$6.00, Lunch: \$7.00, Dinner: \$15.00            If meals are included in the conference or at the hotel, place a 0.00 in the corresponding subsistence box.  <b>One day travel:</b> Meals are only reimbursed if you travel more than 50 miles one way and if you are gone more than 12 hours. Per Diem Rates: \$6.00 Breakfast: \$7.00 Lunch: \$15.00 Dinner</p>
	<p><b>Determination of Business Miles Traveled:</b> Employees may be reimbursed for mileage incurred from their headquarters to the travel destination. If an employee departs from his/her residence, the number of normal one-way commuting miles from home to headquarters should be subtracted from the mileage to the destination. For the return trip, if an employee returns to headquarters, mileage is calculated based on the distance to such headquarters. If an employee returns to his/her residence, mileage should be calculated based on the distance to the residence, <b>with a reduction</b> for normal one-way commuting miles.</p>
	Write cost of lodging in the lodging column. Only list the per night rate. Do not include taxes, fees, or parking in this area.
	The sheet will calculate the totals for you, but you must double-check the math.
	Complete the description of the conference, workshop, or reason for reimbursement. Be specific.
	Complete miscellaneous expenses <b>PER DAY</b> . This includes taxes, hotel fees, and parking. Attach parking receipts with dated signature if not included on the hotel bill. We will not refund hotel taxes if you did not request a tax exempt form prior to your travel. If taxes were charged because the hotel did not honor the tax exempt form, please attach the tax exempt form to the reimbursement document.
	All mileage will be calculated at the rate of \$0.56.
	Employee <b>Signatures</b> and Principal Signatures are required. Principals should verify all expenses with receipts and check calculations prior to submitting to the BOE for reimbursement.
	<p style="text-align: center;"><b>Attach the following:</b></p> <p style="text-align: center;">Hotel Receipt with dated signatures of the person paying for the room and all personnel who stayed in the room, parking receipts, conference agenda, and any other applicable documentation.  <i>DO NOT include receipts for food.</i></p> <p>*If the hotel was booked in one employee's name and the receipt lists another employee's name, you must provide a copy of your credit card statement showing the hotel charged you personally.</p> <p><b>*ALL TRAVEL MUST BE SUBMITTED NO LATER THAN 45 DAYS AFTER THE COMPLETION OF THE TRIP OR EVENT TO BE REIMBURSED.</b></p>