

NAME			REQUIRED
LOCATION			REQUIRED SHOULD BE HOME BASE LOCATION
ADDRESS			CURRENT ADDRESS\ CHANGE OF ADDRESS SHOULD BE SUBMITTED ON THE PROPER FORM IN ORDER TO HAVE IT CHANGED ON THE SYSTEM.
	LOCAL	STATE	REQUIREMENTS
MILEAGE			MUST HAVE ODOMETER READINGS ARRIVAL/ DEPART TIMES TO/ FROM LOCATIONS
AUTOMOBILE	\$ 0.535	\$ 0.535	PER MILE business miles traveled deduct for normal commuting mileage
MOTORCYCLE	\$ 0.505	\$ 0.505	PER MILE business miles traveled deduct for normal commuting mileage
AIRCRAFT	\$ 1.15	\$ 1.15	PER MILE business miles traveled deduct for normal commuting mileage
			(Normal being from home or work site whichever is less)
MEALS			MUST BE BROKEN DOWN ON THE EXPENSE REPORT PER MEAL
			ARRIVAL AND DEPARTURE TIMES ARE REQUIRED TO BE REIMBURSED FOR MEALS
BREAKFAST	\$ 6.00	\$ 6.00	TAXES AND TIPS ARE ALLOWABLE AND SHOULD BE INCLUDED IN THE TOTAL
LUNCH	\$ 7.00	\$ 7.00	THIS TOTAL SHOULD NOT EXCEED THE PER MEAL RATE.
DINNER	\$ 15.00	\$ 15.00	
			LIMITED TO CHATHAM,COBB,DEKALB,FULTON,GLYNN,RICHMOND
BREAKFAST HIGH	\$ 7.00	\$ 7.00	TAXES AND TIPS ARE ALLOWABLE AND SHOULD BE INCLUDED IN THE TOTAL
LUNCH HIGH	\$ 9.00	\$ 9.00	THIS TOTAL SHOULD NOT EXCEED THE PER MEAL RATE.
DINNER HIGH	\$ 20.00	\$ 20.00	
LODGING			MUST TRAVEL MORE THAN 50 MILES
INSTATE	least expensive		ANY RATES ABOVE THIS AMOUNT REQUIRE WRITTEN AUTHORIZATION
INSTATE HIGH	least expensive		PRIOR TO TRIP.
			THIS MUST ALSO BE BROKEN DOWN BY DATE\ RECEIPTS ARE REQUIRED
EMPLOYEE SIGNATURE	REQUIRED		
SUPERVISOR SIGNATURE	REQUIRED		
PURPOSE OF TRIP	REQUIRED		THIS SHOULD BE THE NAME OF THE CONFERENCE
OTHER EXPENSES			TRANSPORTATION RENTALS REQUIRE RECEIPTS
			REGISTRATIONS REQUIRE RECEIPTS
			VALET SERVICES ARE NOT REIMBURSABLE UNLESS SPECIFIC AUTHORITY HAS BEEN ESTABLISHED
DISTRICT CHARGE CARDS			THE SAME REIMBURSEMENTS PROVISIONS APPLY. <a href="https://sao.georgia.gov/state-travel-policy">https://sao.georgia.gov/state-travel-policy</a>

