

<b>NAME</b>			REQUIRED
<b>LOCATION</b>			REQUIRED SHOULD BE HOME BASE LOCATION
<b>ADDRESS</b>			CURRENT ADDRESS\ CHANGE OF ADDRESS SHOULD BE SUBMITTED ON THE PROPER FORM IN ORDER TO HAVE IT CHANGED ON THE SYSTEM.
	<b>LOCAL</b>	<b>STATE</b>	<b>REQUIREMENTS</b>
<b>MILEAGE</b>			<b>MUST HAVE ODOMETER READINGS ARRIVAL/ DEPART TIMES TO/ FROM LOCATIONS</b>
AUTOMOBILE	\$ 0.545	\$ 0.545	PER MILE business miles traveled deduct for normal commuting mileage
MOTORCYCLE	\$ 0.515	\$ 0.515	PER MILE business miles traveled deduct for normal commuting mileage
AIRCRAFT	\$ 1.21	\$ 1.21	PER MILE business miles traveled deduct for normal commuting mileage
			(Normal being from home or work site whichever is less)
<b>MEALS</b>			<b>MUST BE BROKEN DOWN ON THE EXPENSE REPORT PER MEAL</b>
			<b>ARRIVAL AND DEPARTURE TIMES ARE REQUIRED TO BE REIMBURSED FOR MEALS</b>
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	
			<b>LIMITED TO CHATHAM, COBB, DEKALB, FULTON, GLYNN, RICHMOND</b>
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	
<b>LODGING</b>			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
<b>EMPLOYEE SIGNATURE</b>	REQUIRED		
<b>SUPERVISOR SIGNATURE</b>	REQUIRED		
<b>PURPOSE OF TRIP</b>	REQUIRED		THIS SHOULD BE THE NAME OF THE CONFERENCE
<b>OTHER EXPENSES</b>			TRANSPORTATION RENTALS REQUIRE RECEIPTS
			REGISTRATIONS REQUIRE RECEIPTS
			VALET SERVICES ARE NOT REIMBURSABLE UNLESS SPECIFIC AUTHORITY HAS BEEN ESTABLISHED
			THE SAME REIMBURSEMENTS PROVISIONS APPLY.
DISTRICT CHARGE CARDS			<a href="https://sao.georgia.gov/state-travel-policy">https://sao.georgia.gov/state-travel-policy</a>

