



Hall County Schools

Travel Expense Statement

Character. Competency. Rigor for All.

Name (Last)		(First)		Street Address					Date Received in Accounting (Karen Acrey)						
Employee ID Number															
Primary Work Location				City											
Position				State		ZIP Code		License Plate							
Budget Number														Additional Explanations	
Fund	Fiscal Year	Function	Object	Program	Facility	Building	Additional	Amount (\$)	Version 1.03 01.06.2020						
							000000								
							000000								
							000000								
Date of Travel	Depart Time Arrival Time	Starting Point, Destination (List All Stops)			Purpose of Trip		Beg. Odom. End. Odom.	Mileage (Personal)	Fares (Air, Taxi, Etc.)	Lodging	Breakfast	Lunch	Dinner	Other Expenses	Total Expenses
CLAIMANT STATEMENT: I do solemnly swear, under penalty provided by law, this account of travel expenses is accurate and conforms with all applicable State and School District regulations. The expenses are actual, reasonable, and were personally incurred in the performance of my official duties for Hall County Schools and the State of Georgia. No portion of this claim was provided free of charge, previously paid from any other source, or will be paid from any other source in the future.															
								Miles at \$ _____ = _____		Total Mileage					
								Per Diem	Breakfast	Lunch	Dinner	Total This Page _____ Total All Pages _____			
								In-State							
Claimant's Signature						Date		High Cost							
								Out State	Contact Karen Acrey						
Supervisor Approval						Date		Finance Officer Approval				Date			



Hall County Schools

Travel Expense Statement

Character. Competency. Rigor for All.

Name (Last)		Name (First)		Employee ID Number		Page #		2				
Date of Travel	Depart Time	Starting Point, Destination (List All Stops)	Purpose of Trip	Beg. Odom.	Mileage (Personal)	Fares (Air, Taxi, Etc.)	Lodging	Breakfast	Lunch	Dinner	Other Expenses	Total Expenses
	Arrival Time			End. Odom.								
Additional Comments & Explanations:												
					Miles at \$ _____ = _____ Total Mileage							
					Miles at \$ _____ = _____ Total Mileage							
					Per Diem	Breakfast	Lunch	Dinner	Total This Page _____ Total All Pages _____			
					In-State							
					High Cost							
Out State	Contact Karen Acrey											



Hall County Schools

Travel Expense Statement

Character. Competency. Rigor for All.

Name (Last)		Name (First)		Employee ID Number		Page #		3				
Date of Travel	Depart Time	Starting Point, Destination (List All Stops)	Purpose of Trip	Beg. Odom.	Mileage (Personal)	Fares (Air, Taxi, Etc.)	Lodging	Breakfast	Lunch	Dinner	Other Expenses	Total Expenses
	Arrival Time			End. Odom.								
Additional Comments & Explanations:												
					Miles at \$ _____ = _____ Total Mileage							
					Miles at \$ _____ = _____ Total Mileage							
					Per Diem	Breakfast	Lunch	Dinner	Total This Page _____ Total All Pages _____			
					In-State							
					High Cost							
Out State	Contact Karen Acrey											



Hall County Schools

Travel Expense Statement

Character. Competency. Rigor for All.

Name (Last)		Name (First)		Employee ID Number		Page #		4				
Date of Travel	Depart Time	Starting Point, Destination (List All Stops)	Purpose of Trip	Beg. Odom.	Mileage (Personal)	Fares (Air, Taxi, Etc.)	Lodging	Breakfast	Lunch	Dinner	Other Expenses	Total Expenses
	Arrival Time			End. Odom.								
Additional Comments & Explanations:												
					Miles at \$ _____ = _____ Total							
					Miles at \$ _____ = _____ Mileage							
					Per Diem	Breakfast	Lunch	Dinner	Total This Page _____ Total All Pages _____			
					In-State							
					High Cost							
Out State	Contact Karen Acrey											



Hall County Schools

Travel Expense Statement

Character. Competency. Rigor for All.

Name (Last)		Name (First)		Employee ID Number		Page #		5				
Date of Travel	Depart Time	Starting Point, Destination (List All Stops)	Purpose of Trip	Beg. Odom.	Mileage (Personal)	Fares (Air, Taxi, Etc.)	Lodging	Breakfast	Lunch	Dinner	Other Expenses	Total Expenses
	Arrival Time			End. Odom.								
Additional Comments & Explanations:												
					Miles at \$ _____ = _____ Total Mileage							
					Miles at \$ _____ = _____ Total Mileage							
					Per Diem	Breakfast	Lunch	Dinner	Total This Page _____ Total All Pages _____			
					In-State							
					High Cost							
Out State	Contact Karen Acrey											



Hall County Schools

Travel Expense Statement

Character. Competency. Rigor for All.

Name (Last)		Name (First)		Employee ID Number		Page #		6				
Date of Travel	Depart Time	Starting Point, Destination (List All Stops)	Purpose of Trip	Beg. Odom.	Mileage (Personal)	Fares (Air, Taxi, Etc.)	Lodging	Breakfast	Lunch	Dinner	Other Expenses	Total Expenses
	Arrival Time			End. Odom.								
Additional Comments & Explanations:												
					Miles at \$ _____ = _____ Total Mileage							
					Miles at \$ _____ = _____ Total Mileage							
					Per Diem	Breakfast	Lunch	Dinner	Total This Page _____ Total All Pages _____			
					In-State							
					High Cost							
Out State	Contact Karen Acrey											



Hall County Schools

Travel Expense Statement

Character. Competency. Rigor for All.

Name (Last)		Name (First)		Employee ID Number		Page #		7				
Date of Travel	Depart Time	Starting Point, Destination (List All Stops)	Purpose of Trip	Beg. Odom.	Mileage (Personal)	Fares (Air, Taxi, Etc.)	Lodging	Breakfast	Lunch	Dinner	Other Expenses	Total Expenses
	Arrival Time			End. Odom.								
Additional Comments & Explanations:												
					Miles at \$ _____ = _____ Total Mileage							
					Miles at \$ _____ = _____ Total Mileage							
					Per Diem	Breakfast	Lunch	Dinner	Total This Page _____ Total All Pages _____			
					In-State							
					High Cost							
Out State	Contact Karen Acrey											