



## Helpful Hints for Completing a Travel Reimbursement Form

The Travel Reimbursement Form must be completed by typing the required information into the form. No handwritten information will be accepted.

- Complete all of the information at the top of the page-Name, Social Security Number, Address, and Purpose of Trip. Also complete the two boxes at the top using the drop down menus-Funding Source and Location of Employee.

Funding Source
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Location
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Name\* \_\_\_\_\_ Social Security Number\* \_\_\_\_\_  
 Address\* \_\_\_\_\_  
 Purpose of trip \_\_\_\_\_

- Fill in the date(s) of travel
- Fill in time departed each day and time arrived each day of travel. Fill in *From* in the top box and *To* in the bottom box. Example:

**NOTE: Even if you do not drive, you need to complete both of these sections.**

Time Departed/Arrived	From/To
7:00 a.m.	Gray
7:45 a.m.	McDonough

- Fill in *Odometer Reading Beginning* in the top box and *Odometer Reading Ending* in the bottom box. Example:

Odometer Reading Beginning/Ending.
99587
99625

**NOTE: Travel will be reimbursed only to and from your school site to the training site. You cannot have your starting location or ending location be your home.** The travel from your home to your school site is considered a commute and cannot be part of the reimbursement.

To get an accurate estimate of mileage from your school site to the training site you can go to [www.mapquest.com](http://www.mapquest.com) and put in the address of your school and the address of the training site to get the mileage one way. You do not need to submit the Mapquest document with your reimbursement form.

- The guidelines for what meals you can claim are:

Day of Departure			Time of Departure/Return	Day of Return		
B	L	D	12:00 a.m.-6:30 a.m.	-	-	-
-	L	D	6:30 a.m.-11:00 a.m.	B	-	-
-	-	D	11:00 a.m.-1:30 p.m.	B	-	-
-	-	D	1:30 p.m.-5:30 p.m.	B	L	-
-	-	-	5:30 p.m.-7:30 p.m.	B	L	-
-	-	-	7:30 p.m.-12:00 a.m.	B	L	D

- The **maximum** amounts that you can claim for eligible meals are:

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

If you travel to **Chatham, Cobb, Dekalb, Fulton, Glynn, or Gwinnett** counties, the maximum amounts that you can claim for meals in these counties (high cost areas) are:

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

- Travelers are eligible for 75% of the total per diem on the first and last day of travel where continuous travel is equal to or greater than 12 hours. For example, if the per diem rate allows a \$28 total reimbursement, \$21 ( $\$28 \times .75 = \$21$ ) would be allowable on a travel departure or return day. If one or more meals was provided on a travel departure or return day, the total allowable reimbursement is reduced by the full amount of the appropriate meals after 75% proration. For example, if the per diem allows a \$28 reimbursement and breakfast was provided on a travel departure or return day, the total allowable reimbursement for that day would be \$15 ( $(\$28 \times .75) - \$6 \text{ breakfast} = \$15$ ). ***When you enter the meal amounts that you can claim in the blue boxes on the travel reimbursement form for Day of Departure and Day of Return, the form will automatically calculate the allowable meal expense.***
- Employees on business who travel more than 50 miles from their school site **and** are away for more than 12 (twelve) hours may receive 75% of the total day's per diem rate, even when there is no overnight lodging.

**NOTE: You cannot be reimbursed for meals that are included with conference registration.** The only exception may be continental breakfast for those that have a medical condition, such as diabetes, that prevents them from eating a continental breakfast. Then, a statement, written by the employee, must be attached to the reimbursement form, stating that the employee has a medical condition and that the continental breakfast could not be eaten, and that breakfast had to be purchased by the employee.

Lodging - A Hotel Tax Exempt Form (found in PDExpress under Documents and Forms) must be completed and given to the hotel upon registration. We will not reimburse county or municipal lodging excise tax.

- Other: Type in the amount in the box at the end of the row on the correct date. Then in the box in the bottom right corner, write what the cost was for and the amount. **You must include the receipt for this amount in order to be reimbursed.** These expenses include parking, internet services, and registration. Example:

OTHER EXPENSES	AMOUNT
Parking fee	\$6.00

- Sign and date the form.
- Give the travel expense form to the school Professional Learning designee to check. If the form is correct, he/she will initial the form in the top right corner and return it to you, and you will then send it to the appropriate person at Central Office for reimbursement.

**The following personnel at each school will check the school's forms:**

Dames Ferry Elementary School – Ms. L. Knowles  
 Gray Elementary School – Ms. D. Smith  
 Mattie Wells Elementary School – Ms. N. Ward  
 Turner Woods Elementary School – Ms. G. Hudson  
 Clifton Ridge Middle School – Ms. S. Leggett  
 Gray Station Middle School – Ms. D. Hutchison  
 Jones County High School – Ms. D. Pettigrew & Ms. L. Rackley (CTAE)  
 Jones County Pre-K – Ms. K. Pitts

If the form is not correct, it will be returned to you for corrections. Resubmit the form to the school PL designee until the form is correct.

- All travel expense forms for Title I should be turned in to Dr. Gail Wincey.
- All travel expense forms for CTAE should be turned in to Mrs. Laura Rackley.
- All travel expense forms for PEC and Title III should be turned in to Dr. Lauren Sheffield.
- All travel expense forms for Pre-K – 12 Curriculum and other Professional Learning should be turned in to Mrs. Charlotte Foskey.
- This form cannot be emailed or faxed, as we need the original signature on the form and all receipts attached.
- This form must be submitted within 30 days after activity completion.
- Expenses associated with activities not submitted and/or not approved in PDExpress will not be reimbursed.

C. Foskey  
 07/20/2015