



**Accounts Payable
Travel Expense Statement**

Date From: 2016/07/02 to 2016/07/29

Name: Michelle Evans

Title: _____

Headquarters: _____

Institution: _____

Residence: _____

Purpose of trip:

Conducting doctoral field research (all within Athens, GA)

PLEASE JUSTIFY ANY EXPENSES THAT EXCEED FEDERAL PER DIEM LIMITS:

Day	Time Departed / Arrived	Location	Details of Subsistence (Attach Lodging Receipt)					Total
			Breakfast	Lunch	Dinner	Incidental Expenses International Travel only	Lodging	
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
			0.00	0.00	0.00	0.00	0.00	\$ 0.00
TOTALS			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
0.00 State use Mileage on or after Jan 1, 2016 <u>884</u> Miles @ <u>\$0.540</u> Per Miles								\$ 477.36
State use Mileage between Jan 1, 2015 - Dec 31, 2015 <u>0</u> Miles @ <u>\$0.575</u> Per Miles								\$ 0.00
If State vehicle is available on or after Jan 1, 2016 <u>0</u> Miles @ <u>\$0.190</u> Per Miles								\$ 0.00
If State vehicle is available between Jan 1, 2015 - Dec 31, 2015 <u>0</u> Miles @ <u>\$0.230</u> Per Miles								\$ 0.00
Common Carrier, Taxi, Airport Shuttle								\$ 0.00
Total Travel Expense								\$ 477.36
Miscellaneous Expenses								\$ 0.00
Grand Total								\$ 477.36

Automobile Mileage Record

***Deduct personal use miles and commuting miles if applicable. To calculate mileage travelers may use Mapquest, Google Maps, GPS devices or personal auto odometer readings, whichever is most appropriate for the circumstances.**

State use Mileage

Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters.

	Daily Travel (Points Visited)		Miles Traveled		
Day	From / To	Points Visited	Miles Daily	Personal & Commute*	State Use
2016/07/02	Athens, GA / Athens, GA	Travel for Dates 7/2, 7/5	104	0	104
2016/07/09	Athens, GA / Athens, GA	Travel for Dates 7/9 - 7/19/20	468	0	468
2016/07/21	Athens, GA / Athens, GA	Travel for Dates 7/21 - 7/26	312	0	312
			0	0	0
			0	0	0
			0	0	0
Total Miles Traveled			884	0	884

If State vehicle is available

This rate should only be used if, in your judgment, use of a personal vehicle was not the most advantageous form of travel.

	Daily Travel (Points Visited)		Miles Traveled		
Day	From / To	Points Visited	Miles Daily	Personal & Commute*	State Use
			0	0	0
Total Miles Traveled			0	0	0

Common Carrier, Taxi, Airport Shuttle			Miscellaneous		
Day	Explain attach receipts to printed copy for common carrier	Amount	Day	Explain attach receipts to printed copy for common carrier	Amount
		\$0.00			\$0.00
Total Amount		\$ 0.00	Total Amount		\$ 0.00

Effective 10/1/2006 the State Accounting Office changed the meal reimbursement policy to a per diem basis. Lodging should be reimbursed for the actual amount spent, but should be reasonable in accordance with State Accounting Office guidelines.

Note: Georgia law provides for severe criminal penalties for persons who knowingly and willfully submit or approve a false, fictitious, or fraudulent request for reimbursement of expenses.

I certify that this travel claim is a true statement of travel expenses incurred by me in the performance of official University duties and which follow the State of Georgia travel policy. I have not been reimbursed for these expenses from any other source, nor have I included any expenses paid directly on my behalf from another source. If I have included mileage reimbursement, I have determined that a personal vehicle was the most advantageous form of travel and requested reimbursement for mileage at the corresponding rate.

Traveler Signature _____