

Troup County Board of Education
EMPLOYEE EXPENSE STATEMENT

Employee Number: 12345 Employee Contact Number or Email Address: 706-123-4567

Full Name Sarah Jones Facility: FFES Month Ending: Jul-23

Place of Residence: 123 Main Street LaGrange GA 30240 Personal Vehicle or Company Car: I drove my personal vehicle

TRANSPORTATION								SUBSISTENCE					OTHER							
Date	Time Departed Arrived	From / To	Odometer Reading Ending Beginning	Number Local Use miles	Amt. Common Carrier (Attach Receipt)	Taxi Limousine Bus	Mileage Rate	Total Trans	Breakfast	Lunch	Dinner	Total Meals	Lodging (Attach Receipts)	Total Subsistence	Memo (Identify Other Expenses)	Other Expense Amount				
7/1/2023		FFES, Walmart, FFES		3			\$ 0.655	\$ 1.97				\$ -	\$ -	\$ -		\$ -				
7/5/2023		FFES, Staples, FFES		5			\$ 0.655	\$ 3.28				\$ -	\$ -	\$ -		\$ -				
								\$ -				\$ -	\$ -	\$ -		\$ -				
								\$ -				\$ -	\$ -	\$ -		\$ -				
								\$ -				\$ -	\$ -	\$ -		\$ -				
7/20/2023		LaGrange to Athens		130			\$ 0.220	\$ 28.60	\$ 9.75	\$ 10.50	\$ 17.25	\$ 37.50	\$ -	\$ 37.50	Parking	\$ 5.00				
7/21/2023								\$ -	\$ 13.00	\$ 14.00	\$ 23.00	\$ 50.00	\$ -	\$ 50.00		\$ -				
7/22/2023		Athens to LaGrange		130			\$ 0.220	\$ 28.60	\$ 9.75	\$ 10.50	\$ 17.25	\$ 37.50	\$ -	\$ 37.50		\$ -				
								\$ -				\$ -	\$ -	\$ -		\$ -				
								\$ -				\$ -	\$ -	\$ -		\$ -				
								\$ -				\$ -	\$ -	\$ -		\$ -				
Total Miles				268				\$ 62.44				Total Subsistence	\$ 125.00	Total Other	\$ 5.00					
								1						2	3					
I do solemnly swear, under penalty provided by law, that the above statements are true and I have incurred the described expenses and the Local-use Mileage in the discharge of my official duties for the Local School System.								TOTAL AMOUNT TO BE REIMBURSED								\$192.44		4		
								ACCOUNT CODING											Total of 1, 2, and 3 in 4	
								FUND	PROGRAM	FUNCTION	OBJECT	FACILITY	COST CENTER	\$192.44						
EMPLOYEE'S SIGNATURE: _____				DATE																
SUPERVISOR APPROVAL SIGNATURE : _____				DATE				Additional Comments :												

Please remember to attach the hotel folio, parking receipts, uber receipts, baggage fee receipts, etc.