

STATE OF GEORGIA EMPLOYEE TRAVEL EXPENSE STATEMENT

DEPARTMENT OF: GLASCOCK CO. BOE

For period from _____ thru _____

Name:			Title:				Headquarters (City)		(County)		(State)		
Business Phone:			Residence (Street):				(City): MITCHELL		(County):		(State):		
(Zip Code):													
DATE	Depart Time	Arrival Time	BREAKFAST \$13.00		LUNCH \$14.00		DINNER \$23.00		MEALS – DAILY TOTALS			LODGING	
			Location	Amount	Location	Amount	Location	Amount	Total	Overage	Allowed	Location	Amount
TOTALS FOR EACH CATEGORY													

“I do solemnly swear , under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than one nor More than five years, that the above statements are true and I have incurred the described Expense and the state use mileage in the discharge of my official duties for the state.”

Signature _____ Date _____

Attach a copy of the agenda/schedule.

Approved _____ Date _____

STATE USE MILEAGE _____ MILES AT __\$0.76__ CENTS PER MILE	
TOTAL MEALS (Amount allowed).....	
TOTAL LODGING (Attach lodging receipts).....	
OTHER TRAVEL EXPENSES (Detailed on back).....	
COMMERCIAL TRANSPORTATION (Detailed on back).....	
MISCELLANEOUS EXPENSES (Detailed on back).....	
TOTAL APPROVED EXPENDITURES	\$

ACCOUNTING USE ONLY					
VENDOR ID	TERMS NOO	ORGANIZATION NO	PAYMENT HANDLING TP	PAYMENT METHOD CHECK	VOUCHER ID
ACCOUNT	AMOUNT	DESCRIPTION			
640001		TRAVEL-MILEAGE			
640002		TRAVEL-MEALS			
640003		TRAVEL-LODGING # Of Nights Out: _____ PCOA _____			
640004		TRAVEL-OTHER (parking, etc.)			
640005		TRAVEL-COMMERCIAL TRANSPORTATION			
		MISCELLANEOUS EXPENSES			
TOTAL					

AUTOMOBILE MILEAGE RECORD

DATE	ORIGIN-POINTS VISITED	DESTINATION	STARTING MILEAGE	ENDING MILEAGE	TOTAL MILEAGE	PERSONAL MILEAGE	STATE USE MILEAGE
			TOTAL AMOUNTS				
PERSONAL CAR	DEPARTMENT CAR		DOAS CAR			OTHER TYPE TRANSPORTATION	
Ga Tag No.	I.D. No.		I.D. No.			STATE AIRCRAFT	
State Use Miles	Total Miles		Total Miles			Commercial Aircraft	
EXPLAIN ANY EXPENSES THAT ARE UNUSUAL OR EXCEED ESTABLISHED LIMITS:						OTHER (Specify)	

PURPOSE OF TRIP:

EXPLAIN TELEPHONE CHARGES:

DATE	COMMERCIAL TRANSPORTATION -COMMON CARRIER, TAXI, LIMO	AMOUNT	DATE	TRAVEL – OTHER TIPS, PARKING	AMOUNT	DATE	MISCELLANEOUS EXPENSES
COMMERCIAL TRANSPORTATION TOTAL			TRAVEL-OTHER TOTAL			MISCELLANEOUS TOTAL	
Enter each total in appropriate line of expenses section of front side							
If transportation was shared, indicate date, origin/destination, mode, and name of person traveled with:							
DATE	ORIGIN/DESTINATION		MODE OF TRAVEL			PERSON TRAVELED WITH	



STATE ACCOUNTING OFFICE

Brian P. Kemp
Governor

Gerida B. Hines, CPA
State Accounting Officer

 www.sao.georgia.gov  404-656-2133  200 Piedmont Ave. SE | Suite 1604, West Tower | Atlanta, GA 30334

MEMORANDUM

TO: Agency Heads/Chief Financial Officers

FROM: Gerida B. Hines, State Accounting Officer *GBH*

CC: Governor's Office of Planning & Budget
DOAS State Purchasing Division

RE: Mileage Rate Increase for Mid-Year 2026

DATE: August 5, 2026

Please make sure the information referenced in this memo is conveyed to appropriate staff in your organization.

The Official Code of Georgia Annotated (OCGA) Section 50-19-7 requires use of the United States General Services Administration (GSA) rates for mileage when State employees are reimbursed for use of a privately-owned vehicle on official travel. [The GSA](#) recently announced revised rates for mid-year 2026. The following rates are applicable to travel that occurs on or after August 1, 2026:

Tier 1 Rates:		
Automobile	\$ 0.76	per mile
Motorcycle	\$ 0.74	per mile
Airplane	\$ 1.935	per mile
Tier 2 Rate:		
	\$ 0.235	per mile

The mileage reimbursement rate policy has been updated on [SAO's website](#) to reflect the 2026 rates. Any agency not on the GA@WORK Travel & Expense will be responsible for updating their agency's travel expense form.

Any reimbursement of mileage claims paid to an employee in excess of rates published in the mileage reimbursement policy must be refunded to the State or characterized as taxable compensation to the employee.

Questions concerning the contents of this memorandum or related to the State travel regulations should be directed to [SAO travel@sao.ga.gov](mailto:SAO_travel@sao.ga.gov). Questions regarding an agency's budget related to this memo should be directed to the agency's budget analyst with the Office of Planning & Budget.