

**WORTH COUNTY BOE - EMPLOYEE EXPENSE & REIMBURSEMENT STATEMENT (After Jan. 1, 2021)**



Name: \_\_\_\_\_ School/Facility: \_\_\_\_\_ Auto Tag: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Residence: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Street \_\_\_\_\_

TRANSPORTATION							SUBSISTENCE					OTHER	
Date	Time Departed /Arrived	From/To	Odometer Reading Beginning/End	Total Miles	Common Carrier (Attached Receipt)	Miles To/From Work	Breakfast	Lunch	Dinner	Total Meals	Lodging (Attach Receipt)	Total Subsistence	Total Other Expenses (Attach Receipt)
										\$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	

**Remember to use the Georgia Hotel & Motel Tax Exemption Form  
 WCBOE WILL NOT PAY COUNTY/MUNICIPAL LODGING EXCISE TAX**

Purpose of Trip:	Total Miles - Miles To/From Work	0.0	Total Miles x \$.56	\$0.00	Total Subsistence Amount:	\$0.00	Total Other	\$0.00
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**TOTAL AMOUNT TO REIMBURSE**

Account Number	Amount Charged	Initials	\$0.00
I do solemnly swear, under penalty of law, that the above statements are true and I have incurred the described expenses and the local use milage in the discharge of my official duties for the Worth County School System.			\$0.00

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

	Regular Cost Meal Limit	High Cost Meal Limit
<i>Breakfast</i>	\$6.00	\$7.00
<i>Lunch</i>	\$7.00	\$9.00
<i>Dinner</i>	\$15.00	\$20.00

High cost areas are the following counties: Cobb, Chatham, DeKalb, Fulton, Glynn, & Richmond

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's/Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_