

**FCSS Travel Form Checklist- Updated 1/1/2019**

	Go to <a href="http://www.fannin.k12.ga.us/?DivisionID=19604&amp;ToggleSideNav=">http://www.fannin.k12.ga.us/?DivisionID=19604&amp;ToggleSideNav=</a> (Home Page, Employees, <b>Travel Forms</b> ) Select correct form if county car was request or not (if not claiming mileage, either form is applicable)
	Complete <b>Employee information</b> IN FULL : including address, SS#, and car tag(if claiming mileage)
	Write the name of the <b>Budget Code</b> as small as possible to the left(EX. SPED, Title IIA, QBE PL, LOCAL)
	Complete <b>dates and times</b> and destinations ACCURATELY, Complete Mileage per day, and include personal miles. Note: driving to dinner is personal mileage however driving to conference is state miles.
	<b>Detail of Subsistence</b> Per diem is based on the area in which you travel to. High Cost areas are: Chatham, Cobb, DeKalb, Fulton, Glynn, and Richmond Counties. <b>High Cost Day of travel (In State Overnight):</b> (In State)Breakfast:\$ 7.00, Lunch:\$9.00, Dinner: \$20.00 <b>High Cost Non Travel Days (In State Overnight):</b> Breakfast: \$7.00, Lunch: \$9.00, Dinner: \$20.00 <b>Regular Cost Day of Travel: (In State Overnight)</b> Breakfast: \$6.00, Lunch:\$7.00 , Dinner: \$15.00 <b>Regular Cost Non Travel Days: (In State Overnight)</b> Breakfast: \$6.00, Lunch: \$7.00, Dinner: \$15.00 If meals are included in the conference or at the hotel, place a 0.00 in the corresponding subsistence box. One day travel: Meals are only reimbursed if you travel more than 50 miles one way and you are gone more than 12 hours. Per Diem Rates: \$4.50 Breakfast: \$5.25 Lunch: \$11.25 Dinner
	<b>Determination of Business Miles Traveled:</b> Employees may be reimbursed for mileage incurred from their headquarters to the travel destination. If an employee departs from his/her residence, the number of normal one-way commuting miles from home to headquarters should be subtracted from the mileage to the destination. For the return trip, if an employee returns to headquarters, mileage is calculated based on the distance to such headquarters. If an employee returns to his/her residence, mileage should be calculated based on the distance to the residence, <b>with a reduction</b> for normal one-way commuting miles.
	Write cost of lodging in the lodging column. Only list the per night rate. Do not include taxes, fees, or parking in this area.
	The sheet will calculate the totals for you, but you must double check the math.
	Complete the description of the conference, workshop, or reason for reimbursement. Be specific.
	Complete miscellaneous expenses <b>PER DAY</b> . This includes taxes, hotel fees, and parking. Attach parking receipts with signature if not included on hotel bill. We will not refund hotel taxes if you did not request a tax exempt form prior to your travel. If taxes were charged because the hotel did not honor the tax exempt form, please attach the tax exempt form to the reimbursement document.
	All mileage will be calculated at the rate of \$0.58.
	Employee <b>Signatures</b> and Principal Signatures are Required. Principals should verify all expense with receipts and check calculations prior to submitting to the County Office for reimbursement.
	<b>Attach the following:</b> Hotel Receipt with signatures of the person paying for the room and all personnel that stayed in the room, parking receipts, conference agenda, request for county car, and any other applicable documentation. DO NOT include receipts for food. *If the hotel was booked in another employees name and the receipt lists another employees name, you must provide a copy of your credit card statement showing the hotel charged you personally. <b>*ALL TRAVEL MUST BE SUBMITTED NO LATER THAN 45 DAYS AFTER THE COMPLETION OF THE TRIP OR EVENT.</b>