Augusta University

EXPENSE REPORT

Name _____ Title _____

Headquarters _____ (City and State) Department/ Division _____ MCG Ext _____

Residence _____ (City and State) Date From _____ To _____

	ACCOUNT	FUND	DEPARTMENT	PROGRAM	CLASS	PROJECT	

DATE	Time Departed Arrived	Location/Points Visited	DETAILS OF SUBSISTENCE (ATTACH LODGING RECEIPT) B'fast	Lunch	Dinner	Lodging	Totals
							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

EXPLAIN ANY UNUSUAL AMOUNTS FOR SUBSISTENCE:

STATE USE MILEAGE 0.0 MILES @ 0.540 (Must be supported by automobile mileage record on reverse side)	$0.00
COMMON CARRIER, TAXI/LIMOUSINE (Explain in section on reverse side)	$0.00
TOTAL TRAVEL EXPENSE	$0.00
MISCELLANEOUS EXPENSES (Explain in section on reverse side)	$0.00
GRAND TOTAL	$0.00

" I do solumnly affirm under criminal penalty of a felony for false statements subject to punishment by not less than one year nor more than twenty years of penal servitude, that the above statements are true and I have incurred the described expenses and State use mileage in the discharge of my official duties for the State and have not been reimbursed and have not filed nor will I file for reimbursement form any other source, for said expenses."

APPROVED SIGNED DATE

Revised 02/08/2016

Georgia Regents University

TRAVEL EXPENSE STATEMENT

DATE	COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)	Amount	DATE	MISCELLANEOUS (Explain, attach receipts except for tele. and teleg.)	Amount
	TOTAL AMOUNT will automatically calculate and enter on page one	$0.00		**TOTAL AMOUNT** will automatically calculate and enter on page one	$0.00

AUTOMOBILE MILEAGE RECORD

DATE FROM _____ **DATE TO** _____

GEORGIA LICENSE NUMBER OF CAR _____ **(Make separate report for each car used)**

Prepare daily, using a separate blank for each day's State use travel and for each departure from headquarters, and hold for submission with travel expense statement. If recording space for period covered is insufficient, use additional sheets, signing last sheet only.

DATE	DAILY TRAVEL (Points Vivisted)		ODOMETER READING		MILES TRAVELED		
			Starting	Ending	Daily Miles	Personal Use	State Use
	FROM	TO			0.0		0.0
	FROM	TO			0.0		0.0
	FROM	TO			0.0		0.0
	FROM	TO			0.0		0.0
	FROM	TO			0.0		0.0
	FROM	TO			0.0		0.0
				TOTAL MILES TRAVELED	0.0	0.0	0.0

State use miles will automatically total and will calculate at State mileage rate and enter on page one

Clear Form

Print Form