

**Macon State College  
TRAVEL EXPENSE STATEMENT**

NAME \_\_\_\_\_ SSN \_\_\_\_\_ TITLE \_\_\_\_\_

RESIDENCE \_\_\_\_\_ DATE \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Day	TIME		Location/Points Visited	DETAILS OF SUBSISTENCE (Attach Lodging Receipt)				TOTAL
	Departed	Arrived		B'fast	Lunch	Dinner	Lodging	
<b>TOTALS</b>								
<b>EXPLAIN ANY UNUSUAL AMOUNTS FOR SUBSISTENCE:</b>								
STATE USE MILEAGE @ 0.445 per MILE								
						MILES =		
COMMON CARRIER, TAXI/LIMOUSINE (Explain in section on page 2)								
						<b>TOTAL TRAVEL EXPENSE</b>		
MISCELLANEOUS EXPENSES - (Explain in section on page 2)								
						<b>GRAND TOTAL</b>		

I do solemnly swear, 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 the State use mileage in the discharge of my official duties for the state.

APPROVED \_\_\_\_\_ SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

## AUTOMOBILE MILEAGE RECORD

**GEORGIA LICENSE NO. OF CAR :** \_\_\_\_\_

**PERIOD ENDING:** \_\_\_\_\_

Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters.

DAY	DAILY TRAVEL (Points Visited)	ODOMETER READING		MILES TRAVELED		
		STARTING	ENDING	MILES DAILY	PERSONAL USE	STATE USE
		FROM: _____ TO: _____ Points Visited: _____				
FROM: _____ TO: _____ Points Visited: _____						
FROM: _____ TO: _____ Points Visited: _____						
FROM: _____ TO: _____ Points Visited: _____						
FROM: _____ TO: _____ Points Visited: _____						
FROM: _____ TO: _____ Points Visited: _____						
FROM: _____ TO: _____ Points Visited: _____						
<b>TOTAL MILES TRAVELED</b>						
TRANSFER TOTAL STATE USE MILES TO TRAVEL EXPENSE SECTION (FRONT SIDE) FOR COMPUTATION OF AMOUNT AT THE PRESCRIBED STATE MILEAGE RATE.						
<b>PURPOSE OF TRIP:</b> (Attach prior approval form if applicable.)						
<b>If traveling under a standing authorization, please check</b>						
DAY	COMMON CARRIER, TAXI/LIMOUSINE <small>(Explain, attach receipts for common carrier)</small>	AMOUNT	DAY	MISCELLANEOUS <small>(Explain, attach receipts except for tele. and telg.)</small>	AMOUNT	
<b>Total Amount</b>				<b>Total Amount</b>		