



Hall County Schools Travel Expense Statement

Character. Competency. Rigor for All.

Name (Last)		(First)		Street Address					Date Received in Accounting (Karen Acrey)						
Employee ID Number															
Primary Work Location				City											
Position				State		ZIP Code		License Plate							
Budget Number														Additional Explanations	
Fund	Function	Program	Object	Dept.	Facility	Detail	Project/Grant	Amount (\$)							
Date of Travel	Depart Time Arrival Time	Starting Point, Destination (List All Stops)			Purpose of Trip		Beg. Odom. End. Odom.	Mileage (Personal)	Fares (Air, Taxi, Etc.)	Lodging	Breakfast	Lunch	Dinner	Other Expenses	Total Expenses
CLAIMANT STATEMENT: I do solemnly swear, under penalty provided by law, this account of travel expenses is accurate and conforms with all applicable State and School District regulations. The expenses are actual, reasonable, and were personally incurred in the performance of my official duties for Hall County Schools and the State of Georgia. No portion of this claim was provided free of charge, previously paid from any other source, or will be paid from any other source in the future.							Miles at \$		Per Mile		=		Total Mileage		
							Per Diem	Breakfast	Lunch	Dinner	Total This Page _____		Total All Pages _____		
Claimant's Signature		Date		Out State	Contact Karen Acrey										
Supervisor Approval		Date		Finance Officer Approval				Date							

Version 1.05 01.06.2025



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	Arrival Time			End. Odom.								

Additional Comments & Explanations:

<p> </p>	Miles at \$ _____ Per Mile = Total Mileage			
	Per Diem	Breakfast	Lunch	Dinner
	In-State			
	High Cost			
	Out State	Contact Karen Acrey		
Total This Page _____				Total All Pages _____



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<div style="border: 1px solid black; height: 100px; width: 100%;"></div>					Per Diem	Breakfast	Lunch	Dinner	Total This Page _____ Total All Pages _____
					In-State				
					High Cost				
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Additional Comments & Explanations:

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	Per Diem	Breakfast	Lunch	Dinner
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Additional Comments & Explanations:

	Miles at	\$	Per Mile	=	Total Mileage
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Per Diem	Breakfast	Lunch	Dinner	Total This Page Total All Pages
In-State				
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