

UNIVERSITY SYSTEM OF GEORGIA
NON-EMPLOYEE TRAVEL EXPENSE STATEMENT

NAME SOC. SEC. NO TITLE
Last First Middle Initial

HEADQUARTERS

INSTITUTION

RESIDENCE

DATE FROM

TO

Day	TIME		Location/Points Visited	DETAILS OF SUBSISTENCE (Attach Lodging Receipt)				TOTAL	Do Not Write in This Space for ACCT. DEPT.
	Departed	Arrived		B'fast	Lunch	Dinner	Lodging		
TOTALS									
EXPLAIN ANY UNUSUAL AMOUNTS FOR SUBSISTENCE:									
STATE USE MILEAGE MILES @ CENTS PER MILE (Must be supported by automobile mileage record)									
COMMON CARRIER, TAXI/LIMOUSINE (Explain in section on reverse side)									
				TOTAL TRAVEL EXPENSE					
MISCELLANEOUS EXPENSES (Explain in section on reverse side)									
				GRAND TOTAL					

ACCOUNT	FUND	DEPT ID	PRGM	CLASS	GRANT	AMOUNT

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, 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.

SIGNATURE _____ DATE _____

APPROVER SIGNATURE _____ 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:					
TOTAL MILES TRAVELED						
Click here to transfer total state use miles to travel expense section.						

PURPOSE OF TRIP: (Attach prior approval form if applicable.)
If traveling under a standing authorization please check

Day	COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)	Amount	Day	MISCELLANEOUS (Explain, attach receipts except for tele. & telg.)	Amount
TOTAL AMOUNT			TOTAL AMOUNT		