## Professional Learning & Duty Request Form (Revised 8/2018)

Employee Signature		Date		Director	Date	
Consolidated Funds	CTAE	L4GA	SPED	State Staff	Other (please specify)	
- σωι ψ					cling the source below	
Total \$						
(airfare, parking, l SubstituteYes	baggage fees, No # o	etc.) f days			Other (please specify)	
Other (airfare, parking, baggage fees, etc.)				<u> </u>	(confirmation attached).	
Registration Fee \$ Stipends (prior approval required) \$				_	completed registration form to be registered with issued payment.  I have registered and they are awaiting payment (confirmation attached).  I have registered and there are no fees.	
Miles @ per mile (see back) \$						
expenses and is reimbursed upon return  Meals (see back) \$						
Lodging \$ *Unless otherwise approved, attendee pays for lodging						
Lodaina \$					I have not registered and am attaching a	
PROJECTED TRAVEL E ***Must be completed if re		t will be req	uested.		REGISTRATION INFORMATION Select One:	
Date(s)						
Activity						
_	Field tr	ip		Athletic Event	Other	
			PROFE	SSIONAL DU	тү	
Peer Sharing Session Dat	e				<u> </u>	
Check initiator of request	- Administra	tive/Superv	isor Reques	t S		
Participation Purpose						
Location				Da	te(s)	
				IONAL LEARI		
Mundy Mill Ac	auemy				Maintenance & Operations	
Gainesville Ex	•	demy			Central Office	
Fair Street Int				_	Gainesville High School	
Enota Multiple	· ·	•			Gainesville Middle School	
Centennial Ar	ts Academy			_	New Holland Academy	
			ASSIGNI	MENT LOCAT	ION	
					e SS# (Last 4)	

## REIMBURSEMENT GUIDELINES

	Single Meals					
	Total for one day cannot exceed \$28.00	Low Cost	High Cost			
Breakfast	To claim breakfast reimbursement, your departure must be prior to 6:00 A.M. and the event must be over <u>60</u> miles from Gainesville.	\$6.00	\$7.00			
Lunch	Lunch is not reimbursable on one day workshops unless the employee will be accumulating 13 or more hours inclusive of travel and workshop attendance.	\$7.00	\$9.00			
Dinner	To claim dinner reimbursement, arrival back in Gainesville must be after 8:00 P.M.	\$15.00	\$20.00			
High Cost areas in Georgia are limited to the following counties only: Chatham, Cobb, Dekalb, Fulton, Glynn, and						

High Cost areas in Georgia are limited to the following counties only: Chatham, Cobb, Dekalb, Fulton, Glynn, and Richmond. For out of state travel, please visit <a href="www.gsa.gov">www.gsa.gov</a> for allowable per diem amounts.

## Lodging Reimbursement for lodging is allowable if:

Workshop location is over 60 miles away and an evening session or early morning session is scheduled making same day driving infeasible

Hotel receipts must be attached and show the daily room charge.

See bookkeeper for Tax Exempt Form to present to Georgia hotels.

Please attach rental car, baggage fees, registration fees, parking, highway tolls, and transportation fares such as taxi, Uber, or other mass transit.

## Mileage Mileage will be reimbursed for:

- One participant of every group of four attending the same workshop

  and
- 2. For any employee whose home base is significantly closer to the workshop than their school location. (i.e. live in Jefferson, workshop is at UGA.)
- \* Contact school bookkeeper for current state mileage rate.