

Georgia Art Education Association Travel Reimbursement Report	Submit to:	Lynn Fagan 6267 Cove Creek Drive Flowery Branch, GA30542 email: lynn.fagan@gcpsk12.org
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Pay to:	NAEA/GAEA Membership #:
address:	Amount Requested:
	Date Submitted:
e-mail:	Date Required:
phone:	

All receipts for reimbursement and all mileage reimbursements must be submitted for payment to the Treasurer in a timely manner, not to exceed 3 months. Receipts or credit card acknowledgements of expenditures are required. All receipts for the previous fiscal year must be submitted before January 15 of the new fiscal year for reimbursement.

Expense Reimbursement (Attach Receipts and Supporting Documents)	Expense Claimed
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Auto Mileage (Flat Rate) - Non-Conference Board Meetings						
Date	From	To	# miles	Rate	Amount	
						\$

Flat rate, round trip:						
0-99	\$0.00	200-299	\$40.00	400-499	\$60.00	
100-199	\$30.00	300-399	\$50.00			

Transportation (non-auto) - Board Approved Travel Only				
Date	From	To	Amount	
				\$

Hotel (Attach Receipted Bills) - Board Approved Travel Only	\$
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Meals or Per Diem - (Attach Receipts if not Per Diem) - Board Approved Travel Only								
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
Breakfast								\$
Lunch								
Dinner								

Requester	Date
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GAEA Position		Amount Due	\$
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For Treasurer's Use Only		
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Approved	Date	Check #
		Category#