



## REIMBURSEMENT GUIDELINES

<b>Single Meals</b> <b>Total for one day cannot exceed \$28.00</b>		<b>Low Cost</b>	<b>High Cost</b>
<b>Breakfast</b>	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
<b>Lunch</b>	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
<b>Dinner</b>	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 Richmond. For out of state travel, please visit <a href="http://www.gsa.gov">www.gsa.gov</a> for allowable per diem amounts.			

<b>Lodging</b> <b>Reimbursement for lodging is allowable if:</b>
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.

<b>Mileage</b> <b>Mileage will be reimbursed for:</b>
<ol style="list-style-type: none"> <li>1. One participant of every group of four attending the same workshop and</li> <li>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.)</li> </ol>

\* **Contact school bookkeeper for current state mileage rate.**