GA EPD OPERATOR CERTIFICATION REIMBURSEMENT PROGRAM

Operator Per Diem / Mileage Report

Submit to:

Rebecca Mason, Grants Assistant

GA EPD Operator Certification Reimbursement Program

2 Martin Luther King, Jr., SE, Suite 1362-E

Atlanta, Georgia 30334-9000

rebecca_mason@dnr.state.ga.us; 404-657-7665

YOU MUST BE CURRENTLY SERVING AS AN OPERATOR AT A GEORGIA CWS OR NTNCWS SERVING 3,300 PERSONS OR FEWER TO BE ELIGIBLE FOR REIMBURSEMENT UNDER THIS PROGRAM

NAME / LICENSE #		TITLE	HEADQUATERS (City) (County) (State)
BUSINESS PHONE	RESIDENCE (Street)	(City) A34(County) (State) (ZIP Code)	

Backing Documentation must be provided for all expense claims

UNSALARIED OPERATORS ONLY - THIS PORTION

MEALS SUBJECT TO A CAP, SEE *INSTRUCTIONS FOR FILLING OUT FORMS* or visit the EPD website

			BREAKFAST		LUNCH		DINNER		MEALS-DAILY TOTALS			LODGING	
DATE	Depart Time	Arrival time	Location	Amount	Location	Amount	Location	Amount	Total	Overage	Allowed	Location	Amount
TOTALS FOR EACH CATEGORY, page 1													

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UNSALARIED AND SALARIED OPERATORS - THIS PORTION

DATE	**COURSE NAME (Limited to a Cap)**	FACILITY	MILEAGE

" 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/or mileage as stated above in accordance with the GA EPD Operator Certification Reimbursement Program."

Signature _____ **Date**_____

Approved_____ Date_____

MILEAGE MILES AT 0.28 CENTS PER MILE (Out-of -state travel requires Pre-Approval)	
TOTAL MEALS (Amount Allowed)	
TOTAL LODGING (Attach Lodging receipts)	
OTHER FEES (subject to approval)	
TOTAL APPROVED EXPENDITURES	

ACCOUNTING USE ONLY

VENDOR ID: _____	ORGANIZATION NO: 4620760104	PYMT METHOD: Check	VOUCHER ID:_____	

Account	Amount	Description		
652001		TRAVEL-Mileage (at .28 cents per mile)		
652001		TRAVEL-Meals		
652001		TRAVEL-Lodging	# of Nights Out_____	
651010		OTHER FEES (subject to approval)		
TOTAL				