



**Russell R. McMurry, P.E.,
Commissioner**
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

**Georgia RTAP/PASS Scholarship
GTA Conference Reimbursement Form**

GDOT/RTAP will only reimbursement expenses previously approved through the Georgia RTAP Scholarship Application.

Attendee Name:	
Title:	
Subrecipient Name:	
Phone Number:	
Address:	
E-mail Address:	
Date/Time Departed: _____	Date/Time Returned: _____

Breakdown of Costs Requested for Reimbursement:

Registration:	\$
Lodging:	\$
Meals @ State per Diem*	\$
Mileage @ .58 per mile	\$
Parking/Miscellaneous:	\$
Other:	\$
TOTAL REIMBURSEMENT COST:	\$
<i>*State Allowances: Breakfast: \$7.00; Lunch: \$9.00, Dinner: \$20.00 for Jekyll Island</i>	
Note: Meals covered by registration are not reimbursable expenses.	

Please attach the following to this reimbursement form:

- 1. Conference Registration Invoice/receipt**
- 2. Lodging Receipts**

By my signature, I hereby certify that I attended the funded activity and each item of the above is correct and just. I further certify that the money expended was actually for the above-stated purpose and reimbursement has not been sought or received from any other source.

X _____ X _____
Claimant Signature Date Authorized Employer Signature Date

For GDOT Use Only

Received Date		Approved by Accounting		Approved Amount	\$
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