

[State Travel Regulations](#)

WCSS' reimbursement rates are in accordance with the cost of meals found under Georgia Meal Allowances on the STR website. The chart references the reimbursement rates. These amounts are listed on the travel expense statement for your reference.

In order for your travel expenses to be reimbursed, you must use the approved travel expense statement in Etrieve which is available in your Benefits Login. Fill in your departure and arrival dates along with addresses, location visited and reason for your trip. Expenses must be itemized by date. This form will be routed to **your Principal/Administrator for approval**. In addition, the travel expense account code and registration account number (if applicable) must be included. **If these items are missing from your travel form, the form will be returned to you and delay your reimbursement.**

The mileage rate for reimbursement will be in accordance with the SAO. Any rate changes will be updated in Etrieve at the effective date of the change.

As a reminder, State Tax Exemption and the Hotel/Motel Tax Exemption Forms are also attached on our website and **MUST** be filled out and taken with you when you travel. These must be presented to the hotel at check in. The Hotel/Motel Tax Exemption form exempts the employee from paying the county or municipal excise (occupancy) tax **only**. WCSS will not be responsible for reimbursing these taxes to the employee after failure of the employee to present them at check-in. If employees are required to pay any state/local sales and use taxes at the hotel, they will be reimbursed for those taxes.

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