



## INTERVIEWERS: REIMBURSEMENT

### GENERAL

The money that Governor's Honors has available to reimburse our interviewers is the same money we have available to buy instructional supplies for the summer. In other words, every penny we save on the interviews can go towards pencil and paper for the students of GHP 2013. Because of this, we are grateful for the many interviewers who forego reimbursement for their participation.

However, we understand that it is not possible for everyone to donate their mileage/lodging, and we are committed to reimbursing any necessary expenses that you submit. Here are the guidelines for reimbursement. (These are State Accounting Office guidelines.)

### LODGING

To be reimbursed for lodging:

- You must live more than 50 miles from the interview site.
- You must ask for the state business rate and submit the Hotel Excise Tax form when you check in.
- You must attach a receipt to the reimbursement form.
- The state reimburses hotels at \$77.00/night, slightly higher in Cobb County (Pebblebrook).

Hotels near  
**Pebblebrook High School**  
991 Old Alabama Rd SW  
Mableton, GA

Americas Best Value Inn  
6089 Mableton Pkwy  
Mableton, GA  
678-398-1845

Fairfield Inn & Suites Atlanta at Six Flags  
976 West Pointe Ct  
Lithia Springs, GA  
7740-739-2800

Hilton Garden Inn Atlanta West/Lithia Springs  
110 Interstate West Pkwy  
Lithia Springs, GA  
770-949-8980

Country Inn & Suites Atlanta Six Flags  
960 West Pointe Ct  
Lithia Springs, GA  
678-945-0945

Hampton Inn & Suites Atlanta Six Flags  
999 Bob Arnold Dr  
Lithia Springs, GA  
770-745-9990

Hotels near  
**Luella High School**  
603 Walker Drive  
Locust Grove, GA

Country Inn & Suites McDonough  
115 East Greenwood Rd  
McDonough, GA  
770-957-0082

Holiday Inn Express McDonough  
1315 GA 20  
McDonough, GA  
678-782-1100

Quality Inn & Suites Conference Center  
930 GA 155 South  
McDonough, GA  
770-957-5291

Hampton Inn McDonough  
855 Industrial Blvd  
McDonough, GA  
770-914-0077

Days Inn McDonough  
744 GA 155 South  
McDonough, GA  
770-957-5261



Georgia Department of Education  
Governor's Honors Program

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### MEALS

To be reimbursed for meals:

- You must live more than 50 miles from the interview site.
- Receipts are not required for meals.

Meals are reimbursed at the following rates:

#### Pebblebrook High (Cobb County)

- Breakfast: \$5.25
- Lunch: \$6.75
- Dinner: \$15.00

#### Louella High (Henry County)

- Breakfast: \$4.50
- Lunch: \$5.25
- Dinner: \$11.25

### MILEAGE

You can be reimbursed for mileage at the state rate of \$0.565/mile. (Yes, that's 56½¢ per mile.)

You may also choose to be reimbursed simply for gas expenses:

- Fill your gas tank before leaving home.
- Keep your receipts if you fill up before returning home.
- Fill your tank when you return home.
- Mail all receipts to
  - Dale Lyles, GHP
  - 1854 Twin Towers East
  - 205 Jesse Hill, Jr. Drive, SE
  - Atlanta, GA 30334

Make sure you note on your reimbursement form that you will be claiming gas expenses only.

### DETAILS

When you fill out the Consultant Expense form at the interviews, you will need your Social Security Number.

If you have been reimbursed by us before and your name has changed from the last time we reimbursed you (marriage, divorce, whimsy), the state will require further paperwork.

If you have questions, please ask: [dlyles@doe.k12.ga.us](mailto:dlyles@doe.k12.ga.us).