

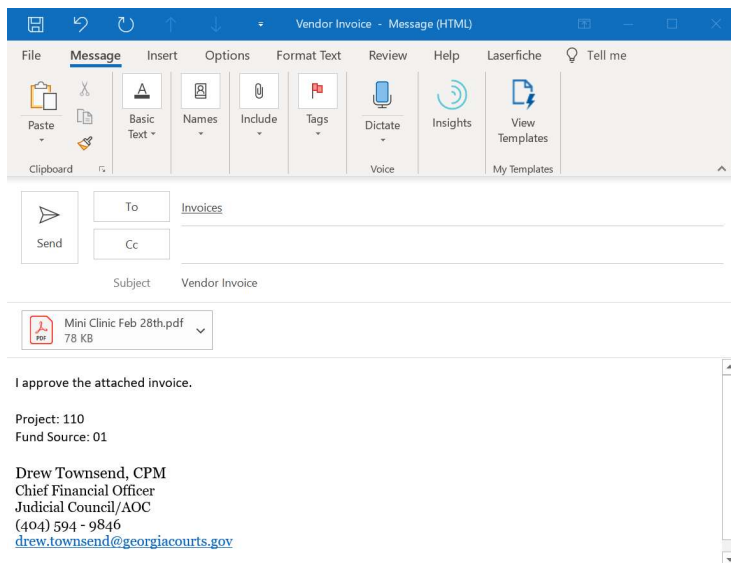
Emergency Telework – Invoice and Travel Reimbursement Guidance

The Financial Administrative Division is asking that you follow the Invoicing procedures outlined below in the event that a telework plan is implemented due to the outbreak of Coronavirus (COVID-19).

Invoices:

All Invoices should be emailed to invoices@georgiacourts.gov. The email should be sent by the individual approving the invoice. The body of the email should include an approval statement, the Project and Fund Source (and if applicable the PO #) that the invoice is to be paid against, and your Email Signature (which will serve as your digital signature and approval).

Example:



Travel Reimbursements:

Step 1: Traveler should fill out the applicable travel reimbursement form. (Form can be found at: <https://georgiacourts.gov/judicial-council/aoc/financial-administration/>)

Step 2: Traveler should email the completed travel form to your Approving Authority.

Step 3: Approving Authority should review the travel reimbursement request and they should type their name in the appropriate approval fields.

Example:

Section 3: Certification and Attestation			
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 of not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties of the state."			
John Doe	Analyst	John Doe	3/12/2020
Expense Submitter (printed)	Title	Expense Submitter Signature	Date
Jane Approver	Director	Jane Approver	3/12/2020
Approval Authority (printed)	Title	Expense Approver Signature	Date
Approval Authority (printed)	Title	Expense Approver Signature	Date

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Step 4: Approving Authority should email the travel reimbursement request to invoices@georgiacourts.gov. The body of the email should include an approval statement, the Project and Fund Source that the reimbursement is to be paid against, and your Email Signature (which will serve as your digital signature and approval).

Example:

