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GOVERNOR

# State of Alabama Department of Corrections

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JEFFERSON S. DUNN  
COMMISSIONER

April 4, 2016

ADMINISTRATIVE REGULATION  
NUMBER 107

OPR: ACCOUNTING

## TRAVEL REIMBURSEMENT

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, procedures, and guidelines for the reimbursement of travel expenses incurred by employees while conducting official departmental business.

### II. POLICY

The ADOC will reimburse its employees for all travel expenses incurred during the normal course of business whenever such travel has been approved and meets the criteria for reimbursement, as promulgated by the Department of Finance.

### III. DEFINITION(S) AND ACRONYM(S)

- A. **Fiscal Policy and Procedures Manual (*Fiscal Manual*)**: The manual of policies, procedures, rules, and regulations published by the Department of Finance under authority of §41-4-35, 1975 Code of Alabama.
- B. **Duty Station**: The institution or city/town to which an employee is assigned.
- C. **Base**: The employee's primary residence or duty station (defined as city/town), whichever is closest to the travel destination.
- D. **Per Diem**: A travel allowance paid in lieu of actual expenses which may include either a subsistence (meal) allowance, a subsistence allowance plus a portion of the daily allowance when the trip exceeds twelve hours, or a full daily allowance for overnight trips.
- E. **Overnight**: The period beginning thirty minutes after sunset and ending thirty minutes before sunrise during which a rest period is taken.

Individuals who remain in work status during the night are not eligible for overnight per diem.

- F. **Travel Reimbursement Request (Expense Account):** The Department of Finance form(s) that must be prepared and submitted by the traveler to obtain reimbursement of travel expenses.

#### IV. **RESPONSIBILITIES**

- A. Each employee must:
1. Obtain his/her supervisor's approval of pending plans prior to submitting travel requests for the approval of the Commissioner/designee;
  2. Schedule authorized travel in the most efficient and economical manner;
  3. Submit his/her travel reimbursement request (expense account) in a timely manner, but no more frequently than semi-monthly;
  4. Ensure that the information presented on the expense account is accurate. Alterations of travel related documents or other intentional acts to circumvent reimbursement limits are considered as a falsification of state documents and fraud;
  5. Use the appropriate form(s) when preparing an expense account and must ensure that reimbursement requests will not result in duplicate payments; and
  6. Ensure that the state vehicle assigned for his/her travel, if applicable, is parked in a safe location and locked when not in use.
- B. The employee's immediate supervisor must ensure that the most efficient mode of transportation for each travel assignment has been selected.
- C. The Accounting Division must audit each expense account to ensure technical compliance with ADOC and Department of Finance guidelines.
- D. The ADOC Fiscal Manager must reject any expense account that fails to comply with established criteria.

#### V. **PROCEDURES**

- A. Only emergency and necessary travel expenses essential to the transacting of official state business will be reimbursed.

- B. The employee must be away from his/her base to qualify for a travel allowance.
- C. All employees performing official duties on scheduled off days at a location other than their base will be reimbursed travel expenses incurred on those days.
- D. All employees are expected to travel only when it is absolutely necessary. Whenever possible, telephone calls, email, and letters should be used in lieu of travel.
- E. All employees are expected to plan and coordinate travel. When possible, travel should be coordinated in order to share transportation.
- F. All employees are expected to utilize the most economical means of transportation. Unless an authorized exemption is obtained, employees will use an ADOC vehicle for authorized travel. If an ADOC vehicle is unavailable, the following will apply:
  - 1. Employees based in the City of Montgomery:
    - a. If an ADOC vehicle is unavailable, employees are authorized to use a State Motor Pool vehicle. If no State Motor Pool vehicle is available, the State Motor Pool will provide certification documentation.
    - b. If neither an ADOC vehicle nor State Motor Pool vehicle is available, the employee may use his/her personal vehicle and receive reimbursement for such use as provided under paragraph V.J.5.
  - 2. Employees based outside the City of Montgomery: If an ADOC vehicle is unavailable, the employee must obtain the Warden's/Division Director's approval to use his/her personal vehicle to receive reimbursement for such use as provided under paragraph V.J.5.
  - 3. Mileage
    - a. Employees are expected to utilize ADOC vehicles when travel is necessary. If no departmental vehicle is available when needed, the use of a State Motor Pool vehicle is authorized. If neither is available, an employee may be authorized to use his/her personal vehicle and receive reimbursement for its use. A mileage allowance is paid in lieu of actual expenses incurred while using privately owned vehicles in conducting state business at a rate established by

the Governor. The current mileage rate can be found on the Department of Finance Comptroller's Office website at [comptroller.alabama.gov](http://comptroller.alabama.gov).

- b. A mileage allowance will only be paid to employees actually traveling in privately owned vehicles.
  - c. An employee who is either called in after hours or required to work on scheduled off days, due to an emergency or other exceptional duty, is entitled to reimbursement for necessary mileage incurred in the performance of that duty.
  - d. Mileage will be paid for the distance of the most direct route from the base to the travel destination.
  - e. For employees based within the City of Montgomery, a mileage allowance will be paid only when the State Motor Pool provides certification that no vehicle was available
  - f. Employees based outside the City of Montgomery may claim mileage reimbursement with only the Warden's approval.
- G. Expense accounts must provide the employee's home address. If the employee's home address is a P.O. Box, the employee must add a notation to the form indicating his home city. Example: 'My home city is Prattville, AL.'
- H. All travel shall be approved in advance by the Commissioner, who may delegate the approval authority to lower-level supervisors, as long as the purpose of travel is within the normal scope of duties assigned to the employee. The Commissioner/designee shall approve the expense account form submitted for claiming travel reimbursement. The *pre-travel* and *post-travel* review and approval requirements are outlined in Annex A.
- I. All employees are expected to minimize overnight trips. Overnight trips should not be scheduled for destinations within a 100-mile radius of the base. Any variance must have specific justification and the Commissioner/designee approval.
- 1. Overnight trips of less than 100 miles (including Birmingham when traveling from Montgomery) for one night are not permitted.
  - 2. Overnight trips of less than 100 miles for two or more nights are permitted if, based on the judgment of the Commissioner/designee, returning home each night is unreasonable.
- J. **In-State Travel** - The state's travel law provides for three types of

reimbursement for in-state travel: (1) per diem, (2) personal car mileage, and (3) miscellaneous purchases allowable under State procurement laws. Applicable rates are provided in Annex B.

1. Individuals who travel inside the State of Alabama in the service of the State are to submit a signed Form FRMS-6, *Statement of Official In-State Travel*, listing dates, points of travel, mileage (if applicable), hour of departure and return, and the amount of per diem claimed. The Commissioner/designee, as the approval authority must sign this form. For audit purposes, expense accounts must show the hour of departure and the hour of return only on those trips for which per diem is claimed.
2. For overnight travel, if suitable accommodations are not available near the travel destination, the Commissioner/designee may authorize the employee to seek suitable accommodations as close as possible to the assignment location.
3. Travel expenses incurred by employees in excess of amounts allowable under these policies will be the responsibility of the employee.
4. Per Diem
  - a. A daily subsistence (meal) allowance is provided for a single trip away from the assigned base of six (6) hours through twelve (12) hours duration and where there was no interim return to base or residence. However, if a meal is provided to the employee during this period, the subsistence allowance may not be claimed (Attorney General's Opinion, 6/30/1988).
  - b. A daily subsistence (meal) allowance, plus one-fourth the daily per diem rate is provided for a single trip away from the assigned base of over twelve hours where there was no interim return to base. However, if a meal is provided to the employee during this period, only the amount of one-fourth the daily per diem rate is allowable. The subsistence allowance may not be claimed (Attorney General's Opinion, 6/30/1988).
  - c. Overnight per diem rates are reduced once the trip duration exceeds 60 days.
5. Miscellaneous Expenses:

Allowable miscellaneous expenses may include parking fees and operating expenses for state-owned vehicles, such as gasoline and

oil, and emergency repairs or expenses of these vehicles, such as tire punctures and parts. Receipts for repairs must be itemized and conform to State Purchasing guidelines. Questions regarding whether or not a specific item is an allowable miscellaneous expense should be addressed to the Accounting Division. Receipts are required for reimbursement of all miscellaneous expenses.

**K. Out-Of-State Travel**

1. Requests for out-of-state travel will not be approved unless such travel is essential to the operation of the Department or will result in direct financial benefit to the State of Alabama.
2. Employees who are authorized to travel out-of-state will be reimbursed for actual and necessary expenses incurred, in accordance with the Department of Finance *Fiscal Manual*. Such expenses must be reasonable.
3. All out-of-state travel by an official or employee of the Department of Corrections must first be:
  - a. Authorized by employee's immediate supervisor at which time employee submits FRMS 5 on-line at <http://oos.alabama.gov>. When submitted, an automated e-mail is sent to the Commissioner's Travel Designee for review and approval by the Commissioner/designee;
  - b. Approved by the agency designee prior to travel occurring, and ensure the Governor's Office approval is received. Such approval must be evidenced on Form FRMS-5, *Request for Out-of-State Travel*. This form must accompany the expense account when requesting reimbursement and must be signed by the employee and the employee's supervisor. For two or more employees traveling out-of-state, a separate approval must be obtained for each traveler. An example of Form FRMS-5 is attached as Annex C. Forms FRMS-5 and FRMS-6A are available on the Department of Finance Comptroller's web site; The forms can be accessed as follows:
    - 1) Go to DOCnet (the DOC intranet).
    - 2) Click on ADOC Forms.
    - 3) Click on Travel Forms.
    - 4) Click on the link to [oos.alabama.gov](http://oos.alabama.gov) under Out of State Travel.

- 5) Click on Request New Travel to create Form FRMS-5.
  - (a) The FRMS-5 form requires:
    - (1) Purpose of travel;
    - (2) Dates of travel; and
    - (3) Estimates of travel expenses summarized to six (6) categories:
      - (a) Lodging (including parking and business services);
      - (b) Meals;
      - (c) Transportation (airfare/baggage/mileage);
      - (d) Conference/registration fees;
      - (e) Transit at destination; and
      - (f) Airport parking.
  - (b) Electronically completed Forms FRMS-5 will automatically generate a code which displays on the bottom of the form. When this code is entered at <https://oos.alabama.gov> an estimated *Out-of-State Travel Form*, FRMS-6A, will be prepopulated to edit and print the final expense report.
4. Once Form FRMS-5 has been “finalized” (meaning submitted electronically), no changes can be made to the itinerary, travel mode, or estimated expenses. Such changes would require cancellation of the initial request and submission of a new request.
5. Once the mode of transportation has been selected and approval is obtained, deviations to expense reimbursement are not allowed. Employees are entitled to reimbursement for actual and necessary expenses incurred based on the authorized mode of travel. For example: reimbursement will not be made for private automobile use when the approved mode is commercial travel or for commercial travel when the approved mode is private automobile use.

Additional expenses incurred strictly for an employee's personal convenience will not be reimbursed.

6. Employees who travel outside the State of Alabama in the service of the State and are seeking reimbursement should submit Form FRMS-6A, *Statement of Out-of-State Travel*, along with the approved Form FRMS-5, *Request for Out-Of-State Travel*, signed by the Governor that authorizes the travel for reimbursement. An electronically submitted Form FRMS 5 will prepopulate an estimated out-of-state travel form FRMS 6A to edit and print the final expense report.
7. The expense account form must indicate the hour of departure and the hour of return to base for audit purposes, and must be accompanied by a receipt for each expenditure for which reimbursement is being requested, when submitted to the Accounting Division for payment.
8. Departmental management will designate the mode of transportation. The employee must ensure that commercial transportation, such as airline and car rental, is obtained in accordance with any existing state contracts for those services.
  - a. Any person utilizing commercial airlines for out-of-state travel must turn in the receipt to the Accounting Division, even if the ticket was charged to the Department through a travel agency and will not be included on an expense account. For out-of-state air travel, economy/coach accommodations must be used.
  - b. For persons traveling outside the state in their privately owned vehicle, the In-State mileage allowance and guidelines will apply.
9. The price of meals must be reasonable for the location. For meal reimbursement:
  - a. Meal limitations are based upon a single day meal cap that includes tips and are based on geographic location. The State will use the US General Services Administration published daily meal rates (excluding incidental expenses) for each city/state found at <http://www.gas.gov/portal/category/104711> (Per Diem/M & IE meals tabs). Rates for Continental United States (CONUS) are published each fiscal year effective October 1.



- b. Required receipts must include what was purchased, date, name, and location of the restaurant, and the number of people served.
  - c. In lieu of submitting a receipt for a meal costing less than \$10.00, the traveler can elect to complete ADOC Form 107-B, Meals Reimbursement Form for Meals Under \$10.
  - d. Requests for reimbursement of meals must be itemized regardless of receipt requirement. (Section 41-4-54, 1975 Code of Alabama).
10. Reimbursement for alcoholic beverages is prohibited.
11. Reimbursement of meals for a person other than the traveler is prohibited.
12. Meals are not limited by time or to an amount per meal. Reimbursement of meals on the day of departure and the day of return are based on departure and return times. If the traveler departs prior to the breakfast and lunch times or returns after the dinner time listed below, the traveler may claim the meal, as long as they are not within the area of their base city. The time constraints are as follows:
- a. Breakfast – If you depart before 6:00 a.m., you may claim reimbursement for breakfast on out-of-state travel.
  - b. Lunch – If you depart before 11:00 a.m., you may claim reimbursement for lunch on out-of-state travel.
  - c. Dinner – If you return after 7:00 p.m., you may claim reimbursement for dinner on out-of-state travel.
13. The following expenses are considered allowable for reimbursement in the circumstances indicated:
- a. Parking fees paid during travel status;
  - b. Tips for baggage handling, but should not exceed the usual and customary charges for these services;
  - c. Service cost for hotel room (if included in the hotel bill, include in the price paid for the room);
  - d. Miscellaneous purchases as identified under In-State travel guidelines, paragraph V.J.6; and

- e. Hotel parking and business services will be included in lodging and be paid as object code 0400-03.

14. Correction of Small Dollar Mistakes

- a. When the Department's expense review staff identifies a small dollar mistake, not to exceed \$10, staff can correct the mistake and finish processing the request without having to return to the employee to correct and return. The employee must indicate his agreement by attaching a completed Consent to Correction of Small Mistakes Form attached as ADOC Form 107-A . By signing this form the employee is agreeing to allow mistakes of less than \$10 to be corrected and processed.
- b. This is the employee's option. If the form is not attached to the expense report, any error, no matter how small, will be returned to the employee to correct and restart the reimbursement process.

L. **Indirect Route or Interrupted Travel** - If travel is interrupted for personal convenience or through the taking of leave, the travel allowance must not exceed the costs that would have been incurred for authorized uninterrupted travel.

M. **ADOC Provided Meals** – The ADOC may, at its discretion, provide meals in conjunction with meetings, training sessions, and similar business related events when doing so would result in an overall cost savings to the Department. Employees attending such events are not eligible for a meal allowance. (Attorney General's Opinion, 6/30/1988).

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

Forms referred to within this regulation are implemented according to the Department of Finance *Fiscal Manual* and by the Department of Corrections. Those forms include:

- A. FRMS-5, *Request for Out-of-State Travel*.
- B. FRMS-6, *Statement of Official In-State Travel*.

- C. FRMS-6A, *Statement of Out-of-State Travel*.
- D. ADOC Form 107-A, *Consent to Correction of Small Mistakes on Travel Reimbursement Request*.
- E. ADOC Form 107-B, *Meals Reimbursement Form for Meals under \$10*.

**VIII. SUPERCEDES**

- A. This Administrative Regulation supercedes AR 107, *Travel Reimbursement*, dated June 29, 2004 and any changes.

**IX. PERFORMANCE**

- A. Code of Alabama 1975 as amended, Sections 36-7-20 through 36-7-23.
- B. All applicable rules and regulations established by the Department of Finance. Such criteria are applicable regardless of funding source (budgeted funds or Institution Contingency Funds).

**ANNEXES:**

- A. *Travel Review and Approval Requirements*, dated October 1, 2014.
- B. *Schedule of In-State Travel Allowances*, dated October 1, 2014.
- C. *Automated OOS Travel Flow Chart*.

  
Jefferson S. Dunn  
Commissioner

STATE OF ALABAMA  
REQUEST FOR OUT OF STATE TRAVEL

Agency \_\_\_\_\_ Division \_\_\_\_\_ Date \_\_\_\_\_

Dear Governor \_\_\_\_\_:

Request is respectfully made for authorization to travel to the city of \_\_\_\_\_  
for the purpose of attending a Conference ☐ Meeting ☐ Job Specific ☐ Training ☐ (Agenda Attached ☐)

Home Base City \_\_\_\_\_ Work Base City \_\_\_\_\_ Personal Time Requested/Added? No ☐ Yes ☐ (Add'l Form Req'd)

DRIVE ☐ From: \_\_\_\_\_ to \_\_\_\_\_ Miles (1 way) \_\_\_\_\_ Time (1 way) \_\_\_\_\_ HR \_\_\_\_\_ MIN (Mileage Map) ☐

	Date	Day	Time	Date	Day	Time	
Depart _____ Base							Return _____ Base
FLY <input type="checkbox"/> Depart _____ Airport							Return _____ Airport
FLY OR DRIVE Arrive _____ (F) Airport / City (D)							Leave _____ (F) Airport / City (D)
First Meeting Begins (Or Welcome Reception)							Last Meeting Ends (Or Closing Banquet)

Mode of Transportation

EST COSTS ST FED OTH PER

Car: ☐ Driver \_\_\_\_\_ ☐ Passenger \_\_\_\_\_ Round trip Mileage \_\_\_\_\_

Agency Vehicle: ☐ Miles: \_\_\_\_\_ (22 mpg @ \$3.25/gallon) \$ \_\_\_\_\_

Motorpool ☐ Mileage: \_\_\_\_\_ \* (\$ 0.57) \$ \_\_\_\_\_

Personal ☐ (Explanation) \_\_\_\_\_ Mileage \_\_\_\_\_ \* (\$ 0.56) \$ \_\_\_\_\_

Air: Carrier \_\_\_\_\_ Purchased from \_\_\_\_\_ Travel Agency Used ☐ No ☐ Yes

Ticket (w/taxes/fees) \$ \_\_\_\_\_ Travel Agency Service Fee \$ \_\_\_\_\_ Bags \$ \_\_\_\_\_ \$ \_\_\_\_\_

Airport Parking \$ \_\_\_\_\_ Change Ticket Fee \$ \_\_\_\_\_ \$ \_\_\_\_\_

Rental: Company \_\_\_\_\_ # of days \_\_\_\_\_ Base quote \$ \_\_\_\_\_ Gas (not pre-pay) \$ \_\_\_\_\_ \$ \_\_\_\_\_

Size \_\_\_\_\_ (Explanation) \_\_\_\_\_ \$ \_\_\_\_\_

Transit: (Taxi, Shuttle, Subway, Ferry, etc.) \$ \_\_\_\_\_ Event, Conference Ctr Parking, etc. \$ \_\_\_\_\_ \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ Business Services (internet, etc.): \$ \_\_\_\_\_ \$ \_\_\_\_\_

# of nights: \_\_\_\_\_ @ \$ \_\_\_\_\_ + \_\_\_\_\_ % tax - day \$0.00 Daily Parking Fee: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Meals \_\_\_\_\_ DATES: \_\_\_\_\_ \$ \_\_\_\_\_

Week # 1 \_\_\_\_\_ \$ \_\_\_\_\_

DATES: \_\_\_\_\_ \$ \_\_\_\_\_

Week # 2 \_\_\_\_\_ \$ \_\_\_\_\_

Conference & Registration Fees: \_\_\_\_\_ Date \_\_\_\_\_ Amt \_\_\_\_\_ \$ \_\_\_\_\_

Other Expenses: \_\_\_\_\_ Amt \_\_\_\_\_ \$ \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

Agency/Board State Funds \_\_\_\_\_ % Name: \_\_\_\_\_ Federal Funds \_\_\_\_\_ % Name: \_\_\_\_\_

Other \_\_\_\_\_ % Name: \_\_\_\_\_ Personal Funds: \_\_\_\_\_ %

Employee ☐ Contract ☐ Board Member ☐ Guest ☐ Approved \_\_\_\_\_  
Division Head / Date

Signature \_\_\_\_\_ Approved \_\_\_\_\_  
Traveler / Date Agency Director / Date

Name \_\_\_\_\_ Approved \_\_\_\_\_  
(Please type or print) Governor / Date

Department/Agency _____	Code Number _____	Division _____	Funds _____
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**APPROVED** \_\_\_\_\_

\_\_\_\_\_  
Department Head

\_\_\_\_\_

Official Station or Base \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SSN \_\_\_\_\_

Above Space for Name, Address & SSN of Traveler

Month And Date	POINTS OF TRAVEL		Private Car Miles	Hour of Departure From Base		Hour of Return to Base		Amount Per Diem Claimed
	From City	To City		AM	PM	AM	PM	

<b>Total Number of Miles Traveled</b> _____  <small>Detail miscellaneous expense and furnish receipts when required. This space for departmental approval, etc. Use extra sheets when necessary.</small>	<table style="width: 100%;"> <tr> <td style="width: 50%;">TOTAL PER DIEM CLAIMED</td> <td style="width: 50%;"></td> </tr> <tr> <td>MILEAGE (# of miles x mileage rate)</td> <td></td> </tr> <tr> <td>MISCELLANEOUS EXPENSE</td> <td></td> </tr> <tr> <td>TOTAL THIS EXPENSE ACCOUNT</td> <td>\$ _____</td> </tr> </table> <p>I HEREBY CERTIFY that the travel and expense indicated hereon was accomplished in the performance of official duties pursuant to travel granted me.</p> <p>Signature of Traveler _____</p> <p>Sworn to and subscribed before me this _____ day of _____</p> <p>_____ Notary Public</p>	TOTAL PER DIEM CLAIMED		MILEAGE (# of miles x mileage rate)		MISCELLANEOUS EXPENSE		TOTAL THIS EXPENSE ACCOUNT	\$ _____
TOTAL PER DIEM CLAIMED									
MILEAGE (# of miles x mileage rate)									
MISCELLANEOUS EXPENSE									
TOTAL THIS EXPENSE ACCOUNT	\$ _____								

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Department/Agency	Code Number	Division	Funds
Name of Traveler	Social Security Number	Official Station or Base	
Address of Traveler (including street, city, state, and zip code)	Purpose of Travel		
The mileage and subsistence expense indicated in this expense account has been previously authorized and has been checked for compliance.	I Hereby Certify That the Within Account in the Amount of _____ is correct, due, and unpaid.		
APPROVED:	Signature of Payee		
Departmental	Sworn to and subscribed before me this _____ day of _____.		
	Notary Public		

FRMS - 6A

## ALABAMA DEPARTMENT OF CORRECTIONS

### CONSENT TO CORRECTION OF SMALL MISTAKES ON TRAVEL REIMBURSEMENT REQUEST

By signing this form and submitting it with my travel reimbursement request, I agree to allow the Agency to correct any and all small dollar mistakes, up to a maximum total of \$10.00, and continue processing the reimbursement without returning the request to me to be corrected.

This consent is applicable for my travel on the following dates:

Travel from (date)\_\_\_\_\_

Travel to (date)\_\_\_\_\_

Employee Name\_\_\_\_\_

Employee Signature\_\_\_\_\_

Date\_\_\_\_\_

ADOC Form 107-A

## ALABAMA DEPARTMENT OF CORRECTIONS

### OUT OF STATE TRAVEL

#### MEALS REIMBURSEMENT FORM FOR MEALS UNDER \$10

(Submission of receipts for meals under \$10 is not required)

DATE	DAY OF THE WEEK	TIME	RESTAURANT NAME	AMOUNT PAID

#### Certification Statement:

I certify that the meals under \$10 listed above represent actual expenses incurred by me on official State of Alabama travel.

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Employee Name

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Employee Signature

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Date

ADOC Form 107-B



## **TRAVEL REVIEW AND APPROVAL REQUIREMENTS**

### **I. IN-STATE TRAVEL**

#### **A. PRE-TRAVEL APPROVAL:**

Any employee traveling within state in conjunction with their official duties must obtain approval prior to all such travel.

1. Proposed travel plans must first be reviewed and authorized by the employee's immediate supervisor.
2. If the supervisor concurs with travel plans, a travel request will be submitted by email to the Associate or Deputy Commissioner over the employee's institution or division, as applicable, unless specifically exempted.

#### **B. POST-TRAVEL REVIEW:**

1. An expense account must be submitted at the conclusion of the authorized travel for the appropriate travel allowance(s) as identified in Annex B.
2. The completed expense account form must be emailed to the Central Office Accounting Division for review.
3. The Chief Financial Officer reviews the expense account, as the Commissioner's designee, and either approves or denies the claim.

### **II. OUT-OF-STATE TRAVEL**

#### **A. PRE-TRAVEL APPROVAL:**

Any employee traveling outside of the state while in conjunction with their official duties must obtain approval prior to all such travel.

1. Proposed travel plans must first be reviewed and authorized by the employee's immediate supervisor.
2. After the supervisor authorizes the employee's travel plans, the employee will submit Form FRMS 5 on-line at [oos.alabama.gov](http://oos.alabama.gov). An automated e-mail will be sent to the Commissioner's Travel Designee for review and approval by the Commissioner/designee.
3. With the concurrence of the Commissioner/designee, authorization for out-of-state travel must then be requested from the Governor.

#### **B. POST-TRAVEL:**

1. An expense account must be submitted within 45 days of the conclusion of the authorized travel for reimbursement of actual expenses incurred as authorized by this regulation.
2. The completed expense account form must then be submitted by e-mail to the Central Office Accounting Division for review.
3. The Chief Financial Officer/designee reviews the expense account and, if the request is correct, forwards to the Commissioner/designee with a recommendation of approval. Requests with minor errors will also be processed if the employee has signed and attached the Consent to Corrections of Small Mistakes form. Without the submission of the Consent to Correct Small Mistakes Form, any incorrect request will be returned to the employee to correct and restart the reimbursement process.

Annex A - AR 107

# SCHEDULE OF IN-STATE TRAVEL ALLOWANCES

## MILEAGE:

Reimbursement	Rate
Allowance to be provided in lieu of actual expenses (regardless of trip duration)	Current rate is available on the Department of Finance Comptrollers website at <a href="http://comptroller.alabama.gov">comptroller.alabama.gov</a> . Click on mileage rates.

## SUBSISTENCE

(Travel away from base with same day return):

Trip Duration	Subsistence Allowance
Less than 6 hours	<b>** Unauthorized **</b>
6 hours through 12 hours	\$ 11.25 for meal allowance (15% of the daily per diem rate)
Over 12 hours	\$ 30.00 (Represents one meal allowance, plus one-fourth the \$75 daily per diem rate)

## PER DIEM

(Travel away from base with overnight stay without interim return):

Trip Duration	Distance from Base	Daily Per Diem
2 or more days (1 or more consecutive nights)	100 miles or less one way (Requires Commissioner's approval.)	\$ 75.00 (Effective 9/8/2005)
2 or more days (1 or more consecutive nights)	<u>More</u> than 100 miles	\$ 75.00 (Effective 9/8/2005)
After being assigned to the same in-state location for 2 consecutive months		\$ 56.25 (Effective 9/8/2005)

# EXAMPLE



## STATE OF ALABAMA Request For Out-of-State Travel

FRMS-5  
Web PDF  
Updated 10/1/14

Agency: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

Request is made for authorization to travel to: \_\_\_\_\_ for the purpose of attending a: \_\_\_\_\_

\_\_\_\_\_ Drive: ☐ Fly: ☐

Depart Base: \_\_\_\_\_

Your First Meeting Begins: \_\_\_\_\_  
(or Welcome Reception)  
Your Last Meeting Ends: \_\_\_\_\_  
(or Closing Banquet)

Return Base: \_\_\_\_\_

Car: \_\_\_\_\_

CONUS Daily Maximum:

Date: \_\_\_\_\_ Total: \_\_\_\_\_

SUN	_____	_____
MON	_____	_____
TUE	_____	_____
WED	_____	_____
THUR	_____	_____
FRI	_____	_____
SAT	_____	_____

Meal Total: \_\_\_\_\_

Lodging + Parking + Business services: \_\_\_\_\_ Total: \_\_\_\_\_  
# of nights: \_\_\_\_\_

Conference & Registration Fees: \_\_\_\_\_ Total: \_\_\_\_\_

Parking at Event Location: \_\_\_\_\_ Total: \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

Employee Agreement:

I am familiar with both agency and state travel policies and procedures and hereby agree that the requested travel and associated expense reporting will be conducted with those travel policies and procedures.

Agency Director Approval:

By transmitting the Out-of-State Travel Request Form to the Governor, the Director/Commissioner acknowledges and approves of this travel request. This agency recommends the Governor approve this request.

TRAVELER REQUESTED APPROVAL

SUPERVISOR APPROVED  
PER STATEMENT OF TRAVELER  
(Internal Agency Use Only)

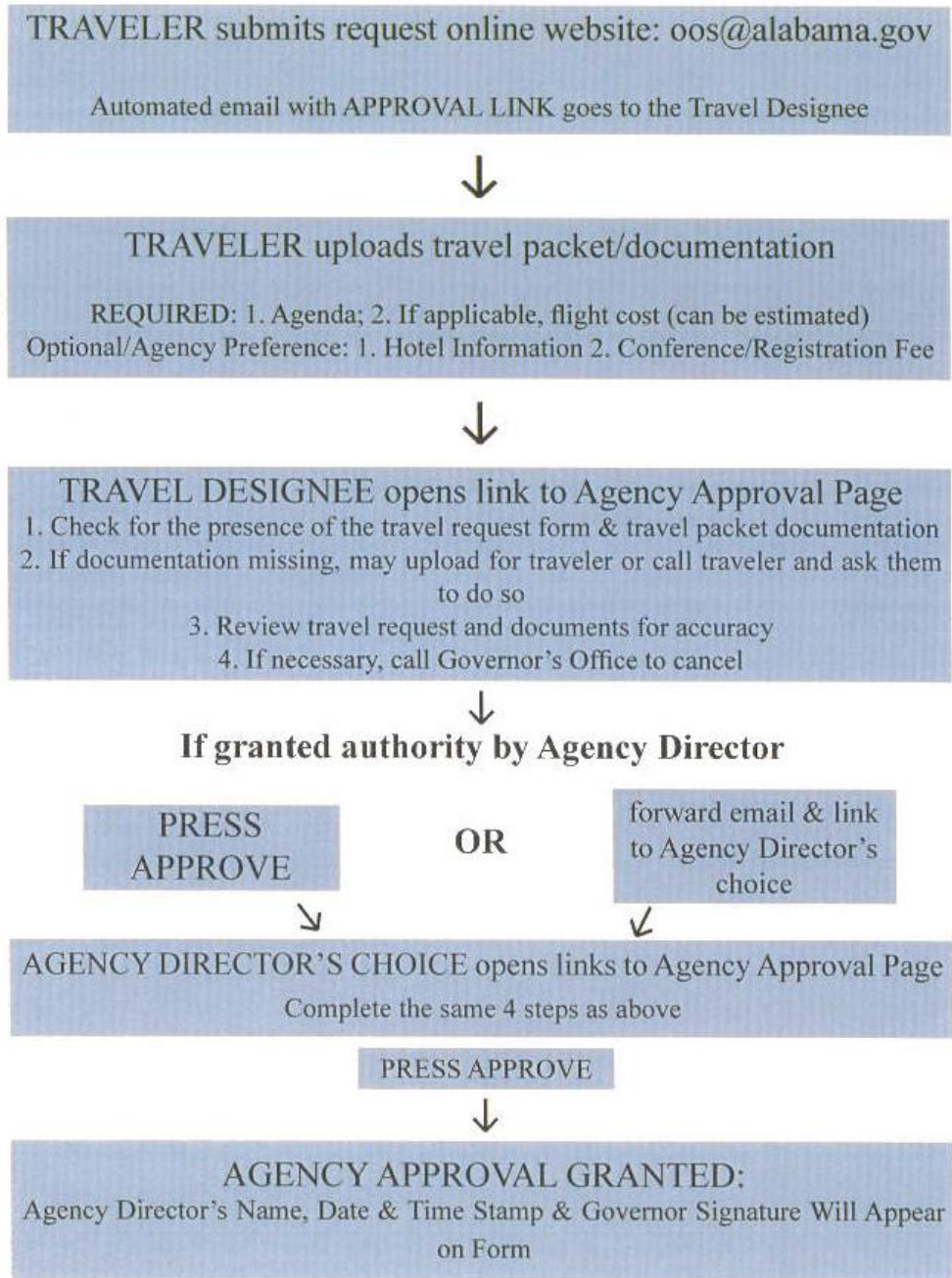
Agency/Board  
State Funds: \_\_\_\_\_ Name: \_\_\_\_\_  
Federal Funds: \_\_\_\_\_ Name: \_\_\_\_\_  
Other: \_\_\_\_\_ Name: \_\_\_\_\_  
Personal Funds: \_\_\_\_\_  
Employee ☐ Contract ☐ Board Member ☐ Guest ☐

Commissioner

APPROVED

Governor

## Automated OOS Travel



Note: The Executive Assistant to the Commissioner is the Travel Designee and the Agency Director's Choice.