



KAY IVEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JOHN Q. HAMM  
COMMISSIONER

July 14, 2023

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

It is the policy of the ADOC to 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. DEFINITIONS AND ACRONYMS

- A. **Base**: For travel related expenses, base is defined as a city or town.
- B. **Duty Station**: The city or town of the institution/division to which an employee is assigned.
- C. **Fiscal Policy and Procedures Manual (Fiscal Manual) (FPPM)**: The manual of policies, procedures, rules, and regulations published by the Department of Finance under authority of the Code of Alabama 1975 § 41-4-35.
- D. **Overnight**: "Overnight" means that a period of rest is needed to meet the demands of work while away from home (FPPM Chapter 6.5.F.1.a).

- E. **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. The per diem includes all charges for meals, lodging, fees, and tips (FPPM Chapter 6.5.F.1.a).
- 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 form/report) within thirty (30) days for in-state and within fourteen (14) days of returning from out of State travel or charges being applied to the State's travel credit card (One card), whichever is first;
  - 4. Ensure the information presented on the travel request, in all stages, is accurate. Alterations of travel related documents or other intentional acts to circumvent reimbursement limits are considered falsification of state documents and is fraud;
  - 5. Use the appropriate form(s) or system when preparing expense forms/reports and 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 form/report to ensure technical compliance with ADOC and Department of Finance guidelines.
- D. The ADOC CFO/Designee must reject any travel request, in any stage, that fails to comply with established criteria.

**V. PROCEDURES**

- A. Only emergency and necessary travel expenses essential for and related to official state business will be reimbursed.
- B. The employee must be away from his/her duty station for six hours or more to qualify for a travel allowance.
- C. All employees are expected to travel only when it is necessary or beneficial to the department and the desired outcome of the travel cannot be accomplished through telephone calls, video calls, email, or mail.
- D. All employees are expected to plan and coordinate travel. When possible, travel should be coordinated in order to share transportation.
- E. All employees are expected to utilize the most economical means of transportation. Unless an authorized exemption is obtained, employees should 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 division/facility vehicle is unavailable, the employee must have an email or signed memo from the Division Director/Warden/Designee stating that there was no vehicle available. Employees are then authorized to contact Accounting's General Services Division for a vehicle. General Services Division will either provide the employee with a pool vehicle, instruct the employee to request a rental vehicle through the Business Office, or provide the employee with an exemption letter.
- b. If the employee is granted an exemption letter, the Division Director/Warden/Designee may approve the employee to use his/her personal vehicle and request the mileage allowance in lieu of actual expenses for transportation. The Division Director/Warden/Designee must provide a signed memo on a current letterhead stating the approval.

2. Employees based outside the City of Montgomery:

If an ADOC vehicle is unavailable, the employee must have a memo from the Division Director/Warden/Designee stating that there was no division/facility vehicle available. The employee can then obtain the Division Director's/Warden's/Designee's signed approval on a current

letterhead to use a privately owned vehicle to receive mileage allowance in lieu of actual expenses for transportation.

3. Mileage Allowance:

- a. If an employee is authorized to use a privately owned vehicle, a mileage allowance is paid in lieu of actual expenses incurred while using said 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 <https://comptroller.alabama.gov/>.
- b. A mileage allowance will only be paid to employees 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. A mileage allowance will be paid for the shorter distance from the base (home city/town or work city/town) to the travel destination. If the employee departs from home city/town, the following notation must be added to the travel form: Home is closer than base.

F. All travel shall be approved in advance by the Commissioner/Designee. The Commissioner/Designee shall approve/deny the expense report submitted for claiming travel reimbursement.

G. Overnight trips should not be scheduled for destinations within a 100-mile radius of the employee base or home, unless approved in advance by the Commissioner/Designee. Overnight trips of less than 100 miles must be justified and a memo with the justification must be attached and signed by the Division Director/Warden.

H. In-State Travel:

Alabama provides for four types of reimbursement for in-state travel: (1) per diem, (2) privately owned car mileage allowance, (3) miscellaneous purchase allowable under State procurement laws, and (4) In-state actual reimbursement (CONCUR system). 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* (file name: *In-State Travel Per Diem Expense Form*).

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 are the responsibility of the employee.
4. Per Diem:
  - a. A 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 meal allowance may not be claimed (Attorney General's Opinion, 6/30/1988).
  - b. A meal allowance, plus one-fourth the 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 per diem rate is allowable. The subsistence allowance may not be claimed (Attorney General's Opinion, 6/30/1988).
  - c. Overnight per diem is not to be paid to an employee stationed at the same place in the State for a period in excess of two consecutive months. After two consecutive months, the per diem is reduced to 75% of the overnight per diem per day.
5. Miscellaneous Expenses:

Parking fees and tolls for privately owned and state-owned vehicles can be entered on a FRMS-6 Statement of Official In-State Travel Form for reimbursement if per diem is being requested also. These fees should be entered on a General Reimbursement Form for reimbursement if per diem is not being requested. The following expenses should be purchased using the state issued WEX card assigned to the vehicle: gasoline, oil, emergency repairs or expenses (including tire punctures and parts).

6. In State Actual:

All travel related to this section must be approved and certified in writing prior to travel by the Commissioner/Designee. See Fiscal Policy



and Procedures Manual for procedures related to In-State Actual prior to travel.

I. Out-Of-State Travel:

All Out of State travel requests and expense reports for ADOC employees on official departmental business must be properly processed in the Finance Department's travel system.

1. Requests for out-of-state travel must be essential to the operation of the Department or result in direct financial benefit to the State of Alabama.
2. Employees who are authorized to travel out-of-state will be reimbursed for reasonable, actual, and necessary expenses incurred, in accordance with the Department of Finance Fiscal Policy and Procedures Manual, excluding meals and incidentals. Employees will receive a daily per diem for meals and incidental expenses (M&IE) based on location (city) of duty in an amount that corresponds with the U.S. General Services Administration M&IE per diem rates for the continental United States ("CONUS").
3. All out-of-state travel by an official or employee of the Department of Corrections must submit a Travel Request and Expense Report in the electronic travel system.

J. 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.

VI. **DISPOSITION**

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

VII. **ANNEXES AND FORMS**

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

- A. FRMS-6, *Statement of Official In-State Travel*. File name: *FRMS-6 In State Travel Per Diem Expense*. (Available at *SharePoint>Document Center>ADOC Forms>Travel>In-State Travel*).

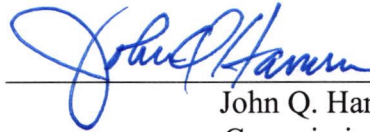
- B. General Reimbursement Form (*Available at SharePoint>Document Center>ADOC Forms>Accounting>General Reimbursement Form*).

**VIII. SUPERSEDES**

This Administrative Regulation supersedes AR 107, *Travel Reimbursement*, dated April 4th, 2016, and any changes.

**IX. PERFORMANCE**

- A. Code of Alabama 1975 § 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).
- C. Fiscal Policy and Procedures Manual.



---

John Q. Hamm  
Commissioner