

# Matrix Instructions

As of June 10, 2013

## Travel Overview

Field #	Field Name	Guidelines & Instructions
1	Agency	State Agency you are employed with
2	Division	Department within state agency (if applicable)
3	Date	Date this form is completed
4	Governor's Name	Current Governor in office
5-7	Destination	City, State, and Country of Travel Destination
8-11	Type of Business to be had	<ol style="list-style-type: none"> <li>1) Conference:                             <ol style="list-style-type: none"> <li>A) National, State, Regional Organizations</li> <li>B) Pre-scheduled Events, Annual, Mid-Year</li> <li>C) Large Group in Attendance</li> <li>D) Sponsored by Association Groups</li> </ol> </li> <li>2) Meeting:                             <ol style="list-style-type: none"> <li>A) Meet for a Specific Purpose</li> <li>B) Short Notice Expected</li> <li>C) Small Group in Attendance</li> </ol> </li> <li>3) Job Specific ( <i>Ex: auditing, collecting water samples, fight fires, court trials, etc.</i>):                             <ol style="list-style-type: none"> <li>A) Performing a Specific Job Function</li> <li>B) 60% Normal Routine</li> </ol> </li> <li>4) Training:                             <ol style="list-style-type: none"> <li>A) Receive certificate, CEU's, promotions</li> <li>B) Classroom Setting, Outside Training Course</li> </ol> </li> </ol>
12	Agenda	<p><b>REQUIRED.</b>                      Check box to confirm Agenda is attached.                      Please highlight:</p> <ol style="list-style-type: none"> <li>1) Specific time of start &amp; finish of <i>YOUR</i> business participation.</li> <li>2) Meal references in agenda as <i>provided</i> or <i>on your own</i>.</li> <li>3) Flight times (if applicable)</li> <li>4) Any other relevant information regarding this form.</li> </ol>
13	Event Name	Name (or describe) event being attended
<b>Travel Method</b>		
14	Home Base City	City of your home residence
15	Work Base City	City of your work station
16-17	Personal Time	Check box Yes or No (YES - REQUIRES ADDITIONAL FORM)
18-19	Method of Travel: Fly/ Drive	<p><b>Destination of State Business: Drive vs. Fly</b>                      Choose appropriate mode based on departure &amp; destination. Exceptions due to multiple employees travelling together or individual circumstances of travel.</p> <ol style="list-style-type: none"> <li>1) Drive: 0 - 3 Hours (Ex: Atlanta, Nashville, Biloxi)</li> <li>2) Drive/Fly: 3-7 Hours (Ex: New Orleans, Charleston, Louisville, Jacksonville)</li> <li>3) Fly: 7+ Hours (Ex: Chicago, Orlando, Dallas)</li> </ol> <p>Check <b>Drive</b> Box if: utilizing vehicle to/from airport or to/from destination                      Check <b>Fly</b> Box if: utilizing any air travel</p>
20-21	From & To	Home/Work Base City to either Airport (if flying) or Destination City (if driving)
22	Miles (One way)	Number of miles (Round up to Next Whole #)
23-24	Time (One way)	Time allotment listed on mileage map
25	Mileage Map	<b>REQUIRED</b> if driving. Map Only—list of driving instructions not needed.

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As of June 10, 2013

Travel & Business Participation Times		
26	Departure Base	City from which you will depart (should be the same as home/work base)
27-29	Departure Base Time	Time at which you will initially depart for your travel. NOTES: <b>Flying:</b> 1) If business participation <b>begins 5pm or after</b> , travel same day. 2) If business participation <b>begins 12:00am-4:59pm</b> , may travel previous day, and arrival time (airplane landing in destination city) to be after 2pm or later. May also travel day of meeting. <i>*Allow 1 hour 15 minutes prior to plane departure to arrive at airport.</i> <b>Driving:</b> 1) If business participation <b>begins 2pm or after</b> , travel same day and may not arrive more than 2 hours prior to start of business. 2) If business participation <b>begins 7:00am-1:59pm</b> , may travel previous day, and arrival time needs to be 5:00pm or later. May also travel day of meeting. <i>Exception to Rule 2 - Atlanta, Nashville, Pensacola, Biloxi (0-3 hours drive distance). If business starts at 12 noon or later travel same day.</i>
30	City of Airport	Name of city airport is located in (if applicable)
31-33	Flight Departure Time	<b>EXACT</b> time flight will depart (if applicable)
34	Destination City	City to which you are traveling to
35-37	Destination Arrival Time	Time at which you will arrive in Destination City (if flying, list <b>EXACT</b> plane arrival time as on ticket)
38-43	Business Participation	List actual day, date & TIME of your attendance & actual participation at in conducting State business. You MAY include welcoming receptions as business participation; however, Do NOT include meetings/events you're not attending, Do NOT include registration times, and Do NOT include sightseeing excursions, golf outings, etc. to the beginning/ending of trip (may include as personal time if preferred following personal time guidelines in fields 16-17).
44	Business Participation City	City in which your business participation takes place.
45-47	Return Time	Time you will leave NOTES: <b>Flying:</b> 1) If business participation ends <b>2pm or prior</b> , return same day. 2) If business participation ends <b>after 2pm</b> , may return the same day, or may return the following day but departure (flight time departure) has to be no later than 12 noon. <i>*Allow 30 minutes after plane arrival for luggage pick up.</i> <b>Driving:</b> 1) If business participation ends <b>2pm or prior</b> , return same day and depart within 2 hours of business finishing. 2) If business participation ends <b>after 2pm</b> , may return the same day, or may return the following day but departure has to be no later than 8am. <i>Exception to Rule 2 – Atlanta, Nashville, Pensacola, Biloxi (0-3 hours drive distance) If business finishes by 6pm, must return home that same night.</i>
48	Return Airport City	City in which return airport is located (if applicable)
49-51	Return Plane Depart Time	<b>EXACT</b> time flight will depart (if applicable)
52	Return Base	City to which you will return after business participation
53-55	Final Return Time	Time at which you will return to base (if flying, list <b>EXACT</b> plane arrival time as on ticket)
Mode of Transportation		
56	Driver	If you are the driver, check box.
57	Driver Name	If you are the driver, put Self. If you are a passenger, add the driver's name.
58	Passenger	If you are a passenger, check box.
59	Passenger Name	If you are the passenger, put Self in addition to all other passengers' names. If you are the driver, add all passengers' names (if applicable).
60	Round Trip Mileage	Number of total miles (Round up to Next Whole #)
61	In-town Mileage	Limited to 10-20 additional miles a day. Purpose for travel away from business meeting place: meals, training, exhibits, etc.
62	Total Mileage	Number calculated for you.
63	Agency Vehicle	Utilize car assigned to employee and/or department; 1st choice if option.
64	Miles	Total number of miles—same as #62.
65	Agency Vehicle Costs	Cost calculated for you. Amount paid by your agency for gas cards (Wright Express).

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As of June 10, 2013

66	Motor pool	<ol style="list-style-type: none"> <li>1) May utilize State Finance dept. motor pool.</li> <li>2) Option for River Region area; Not mandatory, agency director's decision</li> <li>3) Prefer they not be utilized to drive to airport parking lots to sit for extended time (3+ days).</li> <li>4) Cost comparison should be considered based on individual</li> </ol>
67	Number of Days	Number of days car checked out of motor pool.
68	Mileage	Miles driven. Total from Line #60
69	Motor Pool Vehicle Costs	Cost calculated for you.
70-71	Personal & Explanation	Utilize personal vehicle with reason why chose over other choices. <ol style="list-style-type: none"> <li>1) To &amp; from airport.</li> <li>2) No access to Motor Pool or Agency Vehicle.</li> <li>3) Less or equivalent cost to Motor Pool.</li> <li>4) Third party pays; won't reimburse state for Motor Pool/agency vehicle.</li> <li>5) Carpooling with other employees.</li> <li>6) Personal Preference</li> </ol>
72	Mileage	Miles driven. Total from Line #60
73	Personal Vehicle Costs	Cost calculated for you.
74	Airline Carrier	Name of Air Carrier/Airline Company
75	Airline Ticket Purchased	Name where ticket purchased from (Airline website, Expedia, etc.)
76-77	Travel Agency Used	Check box <i>Yes</i> or <i>No</i> .
78	Ticket Cost - QUOTE REQUIRED	EXACT cost of ticket with airline fees & taxes <ol style="list-style-type: none"> <li>1) Economy/Coach only; No Business/1st class</li> <li>2) NOT covered; extras, preferred seats, early boarding, etc.</li> <li>3) Tickets exceed \$700; further explanation</li> </ol>
79	Travel Agency Service Fee	Cost charged by travel agency to purchase ticket
80	Bags	Suggested Guidelines. Additional consideration given to business materials needed: court briefs, presentation equipment, trade show set up, etc. <ol style="list-style-type: none"> <li>1) <b>1 day- 2 days/1 night:</b> Carry-on bag - NO COST</li> <li>2) <b>3 days/2 nights- 5 days/4 nights:</b> Carry-on + 1 checked bag - \$25 (\$50 roundtrip)</li> <li>3) <b>6 days/5 nights- 7 days/6 nights:</b> Carry-on + 2 checked bags - \$25/\$35=\$60 (\$120 Roundtrip)</li> <li>4) <b>8 days/7 nights /8 days- Extended:</b> (Laundry service considered)</li> </ol>
81	Air Travel Costs	Cost calculated for you.
82	Airport Parking	<i>Airport Parking should utilize standard 'Long-Term' parking instead of short-term or valet.</i> <ol style="list-style-type: none"> <li>1) Montgomery: \$8 day</li> <li>2) Birmingham: \$12 day</li> <li>3) Huntsville: \$10 day</li> <li>4) Mobile: \$6 day</li> <li>5) Dothan: \$6 day</li> <li>6) Atlanta, GA: \$16 day</li> <li>7) Pensacola, FL: \$10.50 day</li> <li>8) Nashville, TN: \$13 day</li> <li>9) Columbus, MS: \$8.25 day</li> </ol>
83	Airport Tips	Skycap curbside: \$2 per bag (excludes carry-on)
84	Change Ticket Fee	Cost for change fee with explanation.
85	Air Travel Costs	Cost calculated for you.
86	Car Rental Company	Name of Company
87	Number of Days	Number of days rental car used for <u>state business activities</u> only.
88	Rental Car Base: QUOTE REQUIRED	Rental car choice LIMITED. In-town transit shuttle, taxi, metro, etc. preferred 1st choice (Not for use by spouse/family/non-business entities). <ol style="list-style-type: none"> <li>1) NOT covered; extras, Insurance, GPS, Flex-fuel (pre-paid gas), etc.</li> <li>2) Prefer unlimited mileage option; mileage used must indicate for what state purpose: meals, meetings away from center, etc.</li> </ol>
89	Gas (Not Pre-Pay)	Estimate of actual gas used to be purchased
90	Car Rental Costs	Cost calculated for you.
91-92	Car Size & Explanation	Car Size: ECONOMY required; upgrade requires 3 or more EMPLOYEES to utilize. If upgrade: last names of co-workers sharing
93-94	Other Costs & Explanation	Additional costs that need explanation.
95	Car Rental Costs	Cost calculated for you.
96	Taxi Costs	Vary on locations. Multiple employees need to share taxi.
97	Shuttle Costs	Airport/Hotel Shuttle Estimates
98-99	Other Costs & Explanation	City Rail System, Subway, Bus, Metro, Trolley
100	Taxi Tips	Customarily 10-15% max

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As of June 10, 2013

101	Total Transit Costs	Cost calculated for you.
<b>Lodging</b>		
102	Lodging Hotel Name	List Specific Name. Conference Hotel Preferred; May choose less expensive alternative but choice may not excessively increase in-town transit costs.
103	Hotel Extra's (Internet, Services, etc.)	Services for <u>state business activities</u> only.
104	Hotel Tips	Hotel Bellhop \$2 1-2 bags (arrival/departure max = \$4) Housekeeper \$1-2/night Doorman Hail Cab \$1 Garage/Valet Car \$2
105	Hotel Costs	Cost calculated for you.
106	Number of Nights	Number of nights at hotel.
107	Nightly Base Rate	1) Government/Conference Rate Required 2) Price consideration given to certain markets. 3) Room choice should be standard; single occupancy (any upgrades costs to be personally paid by employee) 4) Excessive hotel costs requires note of explanation.
108	Lodging Tax	Locations vary. May use 15% average if choose not to determine actual tax.
109	Total Lodging Cost	Cost calculated for you.
110	Resort Fee	Per night fee some select hotels charge.
111	Hotel Parking Cost	Accept standard rates only. NOT covered: Valet parking. (If Valet only hotel option, please include hotel policy statement)
112	Hotel Costs	Cost calculated for you.
<b>Meals</b>		
113-119	Dates	Dates for Recording Meals
120	Total Cost of Meals- Federal Rate Chart for Destination City Required	Cost calculated for you. <b>\$ Amount:</b> Place city cap amount to each meal claim. Required if receiving reimbursement from any entity. <b>Conf.:</b> If meal is provided for all conferences attendees (included in registration fees) <b>Prov.:</b> Third party entity paid directly for your meal, or hotel provided as part of stay <b>Personal:</b> Traveler personally pays and receives no reimbursement from any entity. <b>NOTES:</b> 1) Meals REQUIRE an ITEMIZED & PROOF OF PAYMENT receipt. 2) One EXCEPTION: Meals of ACTUAL costs under \$10 may be claim for ACTUAL amount spent without a receipt. (Ex: McDonald's \$6.82; NOT \$9.99) (FORM REQUIRED) 3) Meal claims are NOT a PER DIEM 4) Meals are reimbursed for ACTUAL cost amount up to the stated cap limit. 5) Tips CANNOT exceed 20% and are INCLUDED in the cap amount. 6) Meals CANNOT be combined to increase cap for one meal. (Ex. of unacceptable: not claim breakfast & lunch to spend more at dinner.) 7) Snack purchases in between meals are unable to be reimbursed. 8) NOT covered: If meals are provided by conference/meeting, your costs should you choose to eat elsewhere are not reimbursable. 9) ANY missing receipt requires explanation and missing meal form. 10) Each meal field requires a choice: cap amount, conference provided or self-pay (no reimbursement rcvd from entity.)
121-127	Breakfast (<6am) 5:00AM-10:30AM	1) A breakfast may be claimed if departing from base 6 a.m. or prior. 2) A continental breakfast is considered light refreshments; therefore, a purchased hot breakfast may be claimed.
128	Breakfast Total	Cost calculated for you.
129-135	Lunch (11am-1pm Standard) 10:30AM-4:00PM	1) Brunch may be considered as only <i>one</i> meal and may be claimed with higher lunch meal cap.
136	Lunch Total	Cost calculated for you.
137-143	Dinner (5pm-7pm Standard) 4:00PM-11:00PM	1) Receptions are considered to be light refreshments; therefore, a purchased hot meal may be claimed.
144	Dinner Total	Cost calculated for you.

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Conference and Registration Fees		
145	Registration Deadline Date	Required approval by date to register for conference.
146	Conference & Registration Fees	List fee cost based on requested date.
147	Registration Total	Cost calculated for you.
Other Expenses		
148	Other Expenses	Explanation of additional charges requested.
149	Other Expenses Costs	List amount requested.
150	Other Expenses Total	Cost calculated for you.
151	Grand Total of Travel Cost	Cost calculated for you.

Funds		
152-155	Line Item Boxes: State, Federal, Other, Personal	Easy marker for which entity pays for certain line items.
156-157	Agency/Board/State Funds	Percent of Funds Used. 1) Agency appropriated funds 2) Agency/Board self-generated funds
158-159	Federal Funds	Percent of Funds Used. 1) Federal Funds Administered by Agency
160-161	Other Funds	Percent of Funds Used. 1) Third Party Organizations 2) Grants 3) Associations (Business & Government) 4) Private Corporations
162	Personal Funds	Percent of Funds Used. 1) Personal Pay (No reimbursement to be rcvd from ANY entity) If choosing this option; cost amounts not required in fields.

Signatures		
163-166	Traveler Info	<b>Employee:</b> State Employee <b>Contract:</b> Work on agency behalf through state contract. <b>Board Member:</b> Appointed/Elected to a State Board <b>Guest:</b> Legal witness, guest speaker, prospect employee
167-168	Traveler Name, Signature, & Date	<b>REQUIRED.</b> (May be scanned/fax for employees outside city of main office.)
169	Division Head Signature & Date	Agency choice if applicable.
170	Agency Director Signature & Date	<b>REQUIRED.</b> If Director/Commissioner has designee with signature authority, please send a copy to place on file.
171	Governor Signature & Date	<b>REQUIRED.</b>