

## OUT-Of-STATE TRAVEL GUIDELINES

<b>STEP 1 - AUTOMATED PRE-APPROVAL</b>
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### **1.1 eMAP Name & Address**

- \* You must enter your full name and home address EXACTLY as it appears on eMAP.
- \* <https://eMAP.alabama.gov>; Contact your Agency Personnel Office for any differences.
- \* It must match the vendor file for reimbursement payment.
- \* This information will automatically transfer from PRE-APPROVAL form to the EXPENSE report.

#### **\*\* MANUAL REQUIRED:**

- \* **If home/work base is located OUTSIDE of AL.**
- \* **If not a VALID eMap base address and/or possible vendor file correction.**
- \* **If Guest coming INTO AL (guest speakers, trial witnesses, etc.)**

### **1.2 METHOD OF TRAVEL: FLY or DRIVE**

- \* Traveler should choose appropriate mode of travel based on overall aspects such as time, destination & cost related to state business only.

1. Drive: 0-4 Hours
2. Drive or Fly: 4-8 Hours
3. Fly: 8+ Hours

#### **\*\* MANUAL REQUIRED:**

- \* **If driving to destination more than 8 hours requires additional documentation.**
- \* **Exceptions made for carpooling with 2+ employees to drive over 8 hours.**

### **1.3 DESTINATION**

- \* Major Cities are listed in the AUTO Program. Used for Meal Calculations & Airport Destinations
- \* You may claim suburb areas as part of the major city (if located in same county).
- \* Use Federal GSA website to determine if applicable: <http://www.gsa.gov/portal/category/26429>
- \* Destination is based on location of the work activities and not airports and/or lodging accommodations.

#### **\*\* MANUAL REQUIRED:**

- \* **If city is a RURAL destination. DO NOT choose the nearest big city.**
- \* **If travelling to 2 or more different cities before returning to base.**
- \* **If in-state travel connected to out-state travel without returning to base.**

## STEP 2 - AUTOMATED PRE-APPROVAL

### **2.1 VEHICLE TRANSPORTATION**

- \* Agency Vehicle: Preferred 1st choice if an option
- \* Motor Pool: Agency Director's decision. Cost comparison based on individual trip.  
Not to be parked at airports.
- \* Personal Car: Agency Director's decision.  
Explanations:
  - \* No access to Motor Pool Agency Car (River Region Area)
  - \* 3<sup>rd</sup> Party Pays
  - \* Federal or 3<sup>rd</sup> Party won't reimburse State for Motor Pool/Agency Car Gas
  - \* POV Cost comparable to other options
  - \* Carpooling with other employees
  - \* Personal Preference

#### **\*\* MANUAL REQUIRED:**

- \* **If Manual Form Requires a Mileage Map (Preferably Google Maps)**
- \* **If use of Rental Car (see below STEP 3; M.1)**
- \* **If meet-up to carpool & split time as a driver & passenger.**  
**(ONLY applicable if requesting personal vehicle mileage reimbursement.)**

### **2.2 MILEAGE REIMBURSEMENT – PRIVATELY OWNED VEHICLES**

When auditing the Department of Public Examiners references the following regarding definition of base.

- \* AL Code 36-7-22 &
- \* Attorney General Opinion 1986-326

**The traveler and their agency is responsible for compliance as neither the Governor's Office nor the Comptroller can determine if appropriate choice is selected**

- \* The mileage calculation address is used for compliance to verify reimbursement for mileage.
- \* Most often this is WORK ADDRESS unless home address is closer to the destination.

## **STEP 2 (CONTINUED) - AUTOMATED PRE-APPROVAL**

### **2.3 BUSINESS PARTICIPATION**

- \* Begins & ends with the date & time of the first & last meeting **you're attending**.  
(may include welcome reception and/or closing luncheon/dinner banquet)
- \* A two hour time frame is automatically added for check in/out & registration.

#### **NOT COVERED: Listed but not limited to the following:**

- \* **Lengthy, extended registration times**
- \* **Meeting & events you're not attending nor a participant**
- \* **Activities such as golf outings/tournaments, sightseeing excursions, extra-curricular social outings, etc. added to the beginning or ending of a conference**

### **2.4 FLYING**

- \* If business participation **begins ON or AFTER 5PM**, standard arrival is the same day.
- \* If business participation **begins BEFORE 5PM**, standard arrival is the same day OR the previous day with arrival within 24 hours.
- \* If business participation **ends ON or BEFORE 2PM**, standard departure is the same day.
- \* If business participation **ends AFTER 2PM**, standard departure is the same day OR the following day departing by 2PM.

### **2.5 DRIVING**

- \* If business participation **begins ON or AFTER 5PM (2PM for 0-4 Hours)**, standard arrival is the same day.
- \* If business participation **begins BEFORE 5PM (2PM for 0-4 Hours)**, standard arrival is the same day OR the previous day with arrival after 5PM.
- \* If business participation **ends ON or BEFORE 2PM (5PM for 0-4 Hours)**, standard departure is the same day.
- \* If business participation **ends AFTER 2PM (5PM for 0-4 Hours)**, standard departure is the same day OR the following day departing by 8AM.

\* **Travelers are to arrive and depart their destination cities in an appropriate time to attend state business functions ONLY. The above PARAMETERS are such to provide flexibility for variety of airline schedules and are NOT listed as permission to overstay extra hours in destination city with no purpose of state business.**

#### **\*\* MANUAL REQUIRED:**

- \* **If travel is outside these parameters flight quotes, valid documentation and 1 month advance notice required.**

## **STEP 3 - AUTOMATED PRE-APPROVAL**

### **3.1 COMMERCIAL TRANSPORTATION**

#### **3.1.1 Airline Ticket:**

- \* Economy; Coach;
  - \* Southwest - Wanna Get Away
  - \* American – Choice
  - \* Delta – Main Cabin
- \* Preferred Costs <\$900
- \* Arrival & Departure To/From State Business Destination Only
- \* Non-refundable Tickets Only
- \* Seat Choice Made at the Time of Purchase
- \* Time of Purchase is an Agency decision.
- \* Use of Travel Agency is an Agency decision

#### **NOT COVERED: Listed but not limited to the following:**

- \* **First Class, Business Class,**
  - \* **Southwest - Anytime, Business Select**
  - \* **American - Choice Essential & Plus, Etc**
  - \* **Delta – Delta Comfort**
- \* **Refundable Airfares**
- \* **Any Upgrades and/or Extras or Personal Choices.**
- \* **Preferred/Choice Seats, Early Boarding, Stand By Boarding, Trip Insurance, Etc.**

#### **\*\* MANUAL REQUIRED (1 MONTH ADVANCE, QUOTES & VALID DOCUMENTATION):**

- \* **Out of the Country; Alaska, Hawaii, Puerto Rico, US Virgin Islands**
- \* **First Class; Business Class Select, Etc**  
(Traveler Personally Paying Difference Between Economy Fare & Upgrade.)
- \* **Flight Non-Availability (Applicable Both Arrival & Departure From State Business Destination City/Airport.)**
- \* **Depart From and/or Return To Destination Outside AL Base**

#### **\*\* MANUAL REQUIRED:**

- \* **If Airline Tickets \$900+ (excluding agency service fee if applicable)**
- \* **2 Airports**
- \* **Airline Change Flight Ticket (With or Without Fee and/or Credit)**
- \* **Airfare Includes Least Costly Preferred Seat as ONLY SEAT LEFT (Valid Documentation)**
- \* **Flight Delay Result in Overnight Stay**
- \* **Red-Eye Flight (Personal Choice Only with No Additional Costs)**
- \* **Fly Into 1 State / Drive To 2 State**
- \* **Fly one Way / Drive One Way**
- \* **Flying Less Than 4 Hours Away**

### **STEP 3 (CONTINUED) - AUTOMATED PRE-APPROVAL**

#### **3.1.2 Airline Bags:**

- \* Overnight: Carry-on at NO COST
- \* Up to 2 nights/3 days: Carry-on + 1 checked bag \$25 (\$50 roundtrip)
- \* Up to 6 nights/7 days: Carry-on + 2 checked bags \$25/\$35=\$60 (\$120 roundtrip)
- \* Over 7 nights – Above plus laundry service considered.

Tips: Skycap (if available at airport) OR Airport Shuttle: \$2 - \$3 per large checked bag.  
Written on airline checked bag fee receipt per airport. (0400-02)

#### **NOT COVERED: Listed but not limited to the following:**

- \* **Charges for companion's bags.**
- \* **Extra fees due to exceed weight limit.**
- \* **Additional Bags Upon Return (Not Listed Upon Departure)**

**\*\* MANUAL REQUIRED: Excessive Bag Fees With a VALID Explanation.**

#### **3.1.3 Airport Parking:**

- \* May claim one roundtrip for mileage to/from airport (Agency Decision)
- \* Long-term standard parking rates only.

Current rates (per day):

Montgomery: \$8	Atlanta, GA: \$12	Panama City, FL \$10
Birmingham: \$12	Pensacola, FL: \$10.50	
Huntsville: \$10	Nashville, TN: \$13	
Mobile: \$6	Columbus, MS: \$8.25	
Dothan: \$6	Gulfport, MS: \$10	

#### **NOT COVERED: Listed but not limited to the following:**

- \* **Short Term (May claim amount up to allowed long term rate.)**
- \* **Valet Parking. (May claim amount up to allowed long-term rate.)**

#### **3.2 INTOWN TRANSIT - (IN DESTINATION CITY)**

- \* Taxi, Shuttle, Uber, METRO, MARTA, Subway, Commuter Train, etc.
- \* Any Combination up to \$150.

Tips: Customary Tips 15-20% Written on Transit Receipt (0400-02)

#### **NOT COVERED: Listed but not limited to the following:**

- \* **Trips when State, Motor Pool or POV vehicle is available.**
- \* **Trips Not Related To State Business; Sightseeing; Shopping; Night Clubs; Etc**
- \* **Upgraded Services thru Limousine and/or Executive Sedan Services**

**\*\* MANUAL REQUIRED:**

- \* **If traveler uses taxi, shuttle in AL base city with valid explanation.**
- \* **If receipts exceed \$150 review upon return with valid explanation.**

## **M.1 RENTAL CAR – MANUAL FORM ONLY**

- \* In-town transit shuttle, taxi, metro, etc. preferred 1st choice if cost comparable,
- \* Car Size: Economy / Compact (upgrade size allowed if employees are sharing)
- \* Gas receipts required for reimbursement. Explanation needed if excessive over \$50.

### **NOT COVERED: Listed but not limited to the following:**

- \* **Rentals for usage by spouse/family/non-business entities.**
- \* **Unlimited miles– mileage count should reflect state business activities & necessary meals only.**
- \* **Any Extras/Options/Upgrades:**  
Insurance, Flex-fuel (pre-paid gas), GPS, Satellite Radio, Etc.

## **STEP 4 - AUTOMATED PRE-APPROVAL**

### **4.1 LODGING**

#### **4.1.1 Hotel Rooms**

- \* Conference Hotel Preferred 1<sup>st</sup> Option; Government/Conference Rate Preferred (may choose less expensive alternative but choice may not excessively increase in-town transit costs.)
- \* Room choice should be standard; single occupancy. (Double OK if no additional fees.)
- \* Share Room w/Co-workers – Agency Decision  
(One Employee Pays Total on Hotel Bill; Other Employee Has No Charges)

Tips: Bags/Bellhop \$2-\$3/large checked bag upon arrival and/or departure.  
Housekeeping \$2-\$3/night (excluding 1<sup>st</sup> night.)  
Written on Hotel Receipt with corresponding evening. (0400-03)

### **NOT COVERED: Listed but not limited to the following:**

- \* **Additional charges for persons not related to state business**
- \* **Upgraded rooms; extra services; etc. (Personal responsibility of employee.)**
- \* **No cleaning fees, non-refundable deposits, service charges/fees, etc with rentals.**

### **\*\* MANUAL REQUIRED:**

- \* **If Co-workers Receive a Split Hotel Payment Receipt (Not recommended)**
- \* **Resort Hotels w/Condos, Villas, airbnb, etc  
(Advance Notice, Valid Documentation, Comparable To Standard Hotel Rate)**

#### **4.1.2 Hotel Parking (Same Hotel with Room Charges):**

- \* Self Park 1<sup>st</sup> Choice; Standard Rates Only

Tips: Customary 15-20% of services OR \$2 Garage/Valet Per In/Out  
Written on Hotel Receipt Next To Parking Charges or On Receipt (0400-03)

### **NOT COVERED: Listed but not limited to the following:**

- \* **Valet parking \* (Unless valet only hotel option, please include hotel policy statement)**
- \* **Exceptions for Medical and/or Safety reason (Attach Documentation)**

## **STEP 4 (CONTINUED) - AUTOMATED PRE-APPROVAL**

### **4.2 MEALS:**

- \* Traveler may only claim their own expenses for food they personally partake of.
- \* Meals are ACTUAL expense with a daily cap and NOT a per diem/daily allotment.
- \* The CONUS rate is combined for a daily meal cap (minus \$5 incidental rate).
- \* Meals require an ITEMIZED receipts and PROOF of PAYMENT receipt/documentation.

#### **\*IF LOST RECEIPT (all or portion of one)**

...you may substitute with the following but no more than twice:

- Missing Meal Receipt Form
- Online restaurant menu with circled purchases & stated payment type, credit card/bank statement.
- If fast food chain may hand write description of purchase, date, time, city & list payment type, credit card/bank statement.\*

**(THIS IS FOR RARE OCCASSIONS AND NOT HABITUAL LACK OF FOLLOWING GUIDELINES)**

Tips: Customary 15-20% and are included in the daily cap allowance. (0400-03)

#### **RECEIPT EXCEPTION:**

- \* Meal with ACTUAL Costs under \$10 with statement signed by traveler \*
- \* CANNOT use the above on an ACTUAL meal cost OVER \$10 and claim less.
- \* CANNOT list continuous repetitive of the same amount over & over.  
(Example: \$9.99 over & over not reflective of an actual expense.)

#### **NOT COVERED: Listed but not limited to the following:**

- \* **Alcohol (and the tax and tip on alcohol)**
  - \* **Tax & tip amount deducted for alcohol must be in proportionate to the base price of food, drink & alcohol purchase BEFORE tax & tip added.**
- \* **Meals purchases from cities & airports near proximity of their base.**
- \* **Meal purchases made at an earlier and/or later time due to employees personal choice decision.**

#### **\*\* MANUAL REQUIRED:**

- \* **If traveler claims ticketed meals for Special Events - Breakfast, Brunch, Luncheon, Dinner Banquet, etc**
- \* **If traveler purchases multiple meals through groceries.**  
**(Requires Information & Instructions Prior to Departure & Upon Return.)**

Meal Time Guidelines For Departure & Return Dates Based on Pre-Approval Documentation Allowance Is Based on Common Practices & In Relation To Time, Distance & Location Stated Above.

- \* May claim BREAKFAST (5am-10:30am) if departing from work/home base PRIOR to 6am.
- \* May claim LUNCH (10:30-4:00pm) if departing from work/home base PRIOR to 11am.
- \* May claim DINNER (4pm-10pm) if returning to work/home base AFTER 7pm

**EXPENSE REPORT – ITEMS NOT LISTED ON PRE-APPROVAL**

**E 1.1 TIP SUMMARY**

- \* Tips CANNOT be requested on PRE-APPROVAL.
- \* Tips can ONLY be applied on EXPENSE form after services performed with receipt documentation.
- \* Only claim if applicable and circumstances permitted.
- \* Must be a written statement on receipt to which the service applies.
  
- \* Skycap (if available at airport) OR Airport Shuttle: \$2 - \$3 per large checked bag.  
Written on airline checked bag fee receipt per airport. (0400-02)
- \* Taxi, Uber, Commercial Shuttle: 15% - 20% of fare.  
Written on taxi/shuttle receipt.(0400-02)
  
- \* Hotel FREE Shuttle: \$2-\$3 per large checked bag.  
Written on hotel receipt. (0400-03)
- \* Hotel Bellhop: \$2 - \$3 per large checked bag upon arrival and/or departure ONLY.  
Written on hotel receipt. (0400-03)
- \* Hotel Maid Service: \$2 - \$3 per night. Cannot claim arrival day/1<sup>st</sup> night.  
Written on hotel receipt. (0400-03)
- \* Hotel Parking: 15% - 20% of services. \$2 - \$3 Garage/Valet In/Out services.  
Written on hotel receipt. (0400-03)
- \* Meals: 15-20% (excluding alcohol and tax & tip on alcohol).  
Written on food payment receipt. (0400-03)

**E 1.2 METERED PARKING: EVENT PARKING**

- \* Parking that cannot be pre-planned.
- \* Conference Center Garage Parking, Street Meters, Car Lots With Pay Slots, Hotel Parking (NOT ASSOCIATED with Lodging Hotel), Etc.
- \* Requires Receipts or Signed Note Documenting Where, Purpose & How Much. (0400-07)

**E 1.3 STATE SERVICES**

- \* Business Services Related To State Business. Items May Be Necessary, Unplanned.
- \* Copies, Printing, State Promotional Items, Etc.
- \* Requires Receipts or Signed Note Documenting Where, Purpose & How Much. (0400-07)

**E 1.4 TOLL ROADS**

- \* Requires Receipts or Signed Note Documenting Where, Purpose & How Much. (0400-07)

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**Reimbursement Request of Above Items are at the Discretion of the Comptroller's Office as Assessment can ONLY be Seen at the Time of Reimbursement.**