

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.)**