

3.1 INTOWN TRANSIT - (IN DESTINATION CITY)

- * Taxi, Shuttle, Uber, Lyft, METRO, MART A, 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.