

## **MANUAL REQUESTS**

**\* Requires 1 Month Advance Submission  
or IMMEDIATELY upon receiving notice to travel.**

**\* Requires Plane Tickets with Quotes Only**

**\* Requires Multiple VALID Documentation**

**\* ALL Questions Should Be Asked & Resolved  
PRIOR to Travel Arrangements Finalized**

It is the responsibility of each traveler and their agency director to review & know the laws, guidelines & policies as it relates to out-of-state travel.

Any partial or complete expenses incurred without prior approval of the Governor's Office may become the personal responsibility of the traveler.

**Please check ALL the boxes below that apply and attached this form to request:**

\_\_\_ **PERSONAL TIME**

\_\_\_ **Out-of-Country Travel; Alaska, Hawaii, Puerto Rico, US Island Territories**

\_\_\_ **First Class, Business Select Class Airline Tickets**  
Traveler Personally Paying Difference between Economy Fare & Upgrade

\_\_\_ **Flight Non-Availability**  
Applicable to Both Arrival & Departure from Destination City/Airport

\_\_\_ **DRIVING To Destination Over 8 Hours Away**  
Does NOT Apply to Two + State Employees Carpooling on Work Assignment

\_\_\_ **Depart From And/Or Return To Destinations Outside AL Base**  
Applicable to Flying & Driving Requests

\_\_\_ **Travel Method Request Other Than Airline or Vehicle**

\_\_\_ **Lodging Involving Condo, Group Rental, Airbnb, etc.**

\_\_\_ **Any Unusual Circumstance**