

## **MANUAL REQUESTS**

**Travel Situations the AUTOMATED System is Not Programmed To Currently Accept  
May Be Submitted Anytime. No Time Restrictions.**

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

### **eMap**

- Not a valid eMap Base Address (**May Require Vendor File Correction**)
- Base Outside of Alabama (**Example: Lives in Columbus, Ga Works in Phenix City, AL**)
- Coming Into Alabama (**Example: Guest Speakers, Trial Witnesses, Etc.**)

### **Dates**

- 7 nights/8 days up to 13 nights/14 days. (**More than 14 Days > Blanket**)

### **Destination**

- Rural Destination (**May Add To AUTO if More Than 3 Going to Same City**)
- Driving to Destination Over 8 Hours Away  
(**This Applies to Two+ State Employees Carpooling on Work Assignment**)
- 2 or More Different Cities Before Returning To Base (**Part 1/Part 2; Blanket**)
- In-State Travel/Out-State Travel (**Connected Not Returning To Base In Between**)

### **Vehicle**

- Rental Car (**Quote of Reservation Required**)
- Use of Taxi & Shuttle From Base in AL
- Meet-Up To Carpool and Split Time as Driver & Passenger  
(**\*ONLY Applicable to Those Requesting Personal Vehicle Mileage Reimbursement**)

### **Airline**

- Airline Tickets Over \$900 (**Excluding Travel Agency Service Fee**)
- 2 Airports (**Separate Locations for Departure/Arrival & Return**)
- Airline Change Flight Ticket (With/Without Fee And/Or Credit)  
(**Documentation Include Original Flight Info**)
- Airfare Includes Preferred Seat AS ONLY SEAT LEFT (**Valid Documentation**)
- Flight Delay Result Overnight Stay (Weather, Mechanical, Technical)
- Red-Eye Flight (**Never Required; May Be a Personal Choice With No Request of Additional Expenses**)
- Fly Into 1 State / Drive To 2 State (**Airport Code Not Assigned To City**)
- Fly One Way/ Drive One Way
- Flying Less than 4 Hours Away (**Ex: ATL; Affects Primarily State Aircraft**)
- Excessive Bag Fees (**UPON RETURN: Requires Additional Information**)

### **Transit**

- Excessive In-Town Transit (**Over \$150**) (**UPON RETURN with Documentation**)

### **Meals**

- Ticketed Meals for Special Events – Breakfast, Luncheon, Banquets
- Purchase Multiple Meals Through Groceries  
(**Requires Instructions Prior Depart & Upon Return; Valid Documentation**)