

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**)
- Fiscal Year Overlap (**Start Late Sept – Return Early Oct**) (**Choose FY To Be Paid**)

Destination

- Rural Destination (**May Add To AUTO if More Than 3 Going to Same City**)
- Driving to Destination Over 8 Hours (But Less Than 12 Hours) Away
(**Applicable to ALL Motor Pool & Agency Vehicles**)
(***ONLY Personal Car IF 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 (**Economy, Compact**) (**Quote of Reservation Required**)
- Use of Taxi, Uber/Lyft & 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

- (Plane Tickets Should Be Purchased IF Meet SAME TIME Guidelines From AUTO)**
- Airline Tickets Over \$900 (**Excluding Travel Agency Service Fee**)
- 2 Airports (**Separate Locations for Departure/Arrival & Return**)
- Fly Into 1 State / Drive To 2 State (**Airport Code Not Assigned To City**)
- Fly One Way/ Drive One Way
- Airfare Includes Preferred Seat AS ONLY SEAT LEFT (**Valid Documentation**)
- Airline Change Flight Ticket (With/Without Fee And/Or Credit)
(**Documentation Include Original Flight Info**)
- Flight Delay Result Overnight Stay (**Weather, Mechanical, Technical**)
- Red-Eye Flight (**Never Required; May Be a Personal Choice With No Request of Additional Expenses**)
- 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**)