Sample Flying Pre-Approval Request

Welcome

The Governor's Office **Out-of-State Travel Request** website is designed to give automated approval for employees, contract workers, commission/board members and guests travelling in service to the state of Alabama.

Travelers are expected to follow all laws, guidelines and policies provided. Upon successfully completing a travel request, a Confirmation Code will be issued and sent to the email address entered.

Review this button BEFORE submitting travel:

Out Of State Travel Information

State Laws • Guidelines & Policy • Training

📄 AUTOMATED PROCESS: Request New Travel

📄 AUTOMATED PROCESS: Manage Existing Travel

📄 MANUAL PROCESS: Requires 1 Month Advance & Quotes

📄 MANUAL PROCESS: Not Programmed For Automated

Announcements

ANNUAL TRAVEL TRAINING SEMINAR - State Capitol Auditorium
3 Meetings (Choose 1)

Thursday, December 8, 2016 – 10:00 -11:00 am
Thursday, December 8, 2016 – 1:00 – 2:00 pm
Monday, December 12, 2016 – 10:00 – 11:00 am

Step 1: Your Information

Employee ID Number: (For use at a later date TBD)
[ ]

First Middle Name: | Last Name: | Classification: | Traveler's Email Address: | Additional Email Address:
[ ] | [ ] | [Select: ▾] | [ ] | [ ]

HOME Address (Do NOT enter P.O. Box or Work address here):

Home Base **County**: | Home Base Address: | Home Base City: | Home Base Zip Code:
[Select: ▾] | [ ] | [Select County First ▾] | [ ]

P.O. Box Address (If applicable):

P.O. Box: If you are using a P.O. Box for your official eMap address, complete the fields below.

Enter Number Only: | P.O. Box City: | P.O. Box Zip Code:
P.O. Box [ ] | [Select: ▾] | [ ]

Work Base Address may be modified. If address is different from central main office, you may change it to your direct work base.
Note: This form is not intended to be used for those who are travelling **into** Alabama from an outside origin. The **MANUAL** (paper) form is utilized if this is the case.

Agency: | Division:
[Select: ▾] | [Select Division, if applicable: ▾]

WORK Address (Do NOT enter P.O. Box or Home address here):

Work Base **County**: | Work Base Address: | Work Base City: | Work Base Zip Code:
[Select: ▾] | [ ] | [Select County First ▾] | [ ]

Travel Destination

Please select the **Major City** (including suburbs) from the dropdown below. This will be used for airport (if flying) and meals calculations.
Use **MANUAL** Form if your destination city is a **RURAL AREA**. **DO NOT** choose nearest big city. If multiple people are going to a RURAL destination, you may contact the Governor's Office to add city.

Method of travel: | State: | Major City:
[I will be Flying ▾] | [DC ▾] | [Washington ▾]

Lodging Location Street Address is used for mileage calculations, City & State for Expense Report. Please ensure the address you enter is **absolutely correct**.
To double check if you have valid addresses click here to go to Google Maps **before continuing with this Travel Form**.

Street Address (of Lodging/Event Location): | City: | State: | Zip:
[ ] | [ ] | [Select: ▾] | [ ]

Purpose: | Event Name:
[Select: ▾] | [ ]

1. Review information carefully as answers determine criteria for next page.
2. Due to this, once you go forward the application cannot go backwards.
3. Press button below to continue.

[Continue to Next Step >]

Step 2: Fly

Getting to the Airport:

⚠ **Special Note**

- **Referencing Mileage Reimbursement in Privately Owned Vehicles:** When auditing the Dept. of Public Examiners references Code of AL 36-7-22 & Attorney General Opinion 1986-326 regarding definition of base when traveling out-of-state.
- The traveler and their agency are responsible for compliance as neither the Governor's Office nor Comptroller's Office can determine if appropriate choice is selected.

Mileage and Time results are calculated using valid adresses only. If the addresses do not produce values for Mileage and/or Time, then exit and recheck addresses using Google Maps.

Driving From Base: Time Zone:

[Select: ▼]   **CST**

Select from an Airport below. Only those Airports which are authorized for use from your Home or Base County are shown. If a valid airport does not show, you may have entered an incorrect county.

To Departure Airport serving County :

[Authorized Airports ▼]

Mileage (1 way):   Time (1 way): Hrs:Min

[   ]   [   ]

Business Participation

⚠ **Important**

- Enter the dates and times below that encompass your official business participation times **in your travel destination city.**
- **DO NOT ENTER REGISTRATION TIMES.** A two hour time frame window has been included for check in/out and registration.

BEGINS: Your first meeting (or welcome reception) attending	**ENDS:** Your last meeting (or closing banquet) attending
Day: Date: Time: **EST**	Day: Date: Time: **EST**
[ ] [ ] [Hr]:[Min][Select: ▼]	[ ] [ ] [Hr]:[Min][Select: ▼]

Your Departure Flight

→ [Select: ▼]

Major airports will appear in the dropdown for your destination. If your airport does not appear, you may use the **MANUAL** form and/or call the travel office and request it to be added. **Important note about airports:** This online application assumes you are using the same airports for both legs of your trip, departing and returning. If you are utilizing two different airports please exit and use the **MANUAL** form.

If business participation begins ON or AFTER 4:59PM, standard is to travel on the same day.
If business participation begins BEFORE 5PM, standard is to travel the same day or the day before arriving within 24 hours.
(IF travel is outside these parameters or exceeds 24 hours please use the MANUAL (paper) form.)

Depart Home Airport:	Arrive at Destination Airport:
Day: Date: Time: (Local Time on Ticket)	Day: Date: Time: (Local Time on Ticket)
[ ] [ ] [Hr]:[Min][Select: ▼]	[ ] [ ] [Hr]:[Min][Select: ▼]

Your Return Flight

→

If business participation ends ON or AFTER 2PM, standard is to return the same day.
If business participation ends BEFORE 2PM, standard is to return the same day or the following day departing by 2PM.
(IF travel is outside these parameters or exceeds 24 hours please use the MANUAL (paper) form.)

Depart Destination Airport:	Return to Home Airport:
Day: Date: Time: (Local Time on Ticket)	Day: Date: Time: (Local Time on Ticket)
[ ] [ ] [Hr]:[Min][Select: ▼]	[ ] [ ] [Hr]:[Min][Select: ▼]

[Calculate inputs before going to the next step]

1. Review information carefully as answers determine criteria for next page.
2. Due to this, once you go forward the application cannot go backwards.
3. Press button below to continue.

[Continue to Next Step »]

Step 3: Fly

Just a few more questions about the Driving portion of your trip:

Are you Driving to the Airport? Select: ▼

Air Travel Details:

If the Travel Agency or Travel Website where your purchased your tickets do not appear in the **Purchased From** dropdown box below, select **"Other"** and then type it in the **Purchase from Other Source** text box.

Carrier Used:	Purchased From:	Purchased from Other Source:	Agency/Booking/Service Fee:
Airtran ▼	Select: ▼		$ 0.00

Ticket (w/taxes/GOVT fees):	Estimate Costs:	Cost Source:
$ 0.00	$ 0.00	None ▼

You may choose to personally pay for your bags if you wish. Otherwise, choices are dependent on the amount of your travel days.

Bag Allowance (3 Travel Days):	Estimate Costs:	Cost Source:
Carry-On + 1 Checked Bag	$ 50	None ▼

Transit:

Taxi, Shuttle, Trolleys, Metro and all variety of in-town transit may be combined up to $150.

Estimate Costs:	Cost Source:
$ 150	$ None ▼

---

1. Review information carefully as answers determine criteria for next page.
2. Due to this, once you go forward the application cannot go backwards.
3. Press button below to continue.

Continue to Next Step >

Step 4

Lodging:

Hotel selection allows money to be added to cost sources. All other selections require no money to be added. Those cost sources may be included in the conference/registration fee section. Share Room with Employee is to be selected by the employee NOT being reimbursed. The other employee chooses Hotel and places money amounts in for cost source purposes.

Lodging Type:
Hotel ∨

Hotel:
[   ]

Is this also the Conference/Sponsored Hotel?
Select: ∨

# Nights:	Rate + Resort Fee (per night):	Hotel Parking (per night):	Estimate Costs:	Cost Source:
4	$ [ ]	$ [ ]	$ Auto	Select: ∨

DO NOT INCLUDE TAX. 20% HAS BEEN AUTOMATICALLY ADDED TO HOTEL RATE & PARKING.

Conference & Registration Fees:

Amount field: You will not be allowed to submit this step until you enter either a dollar amount or the number 0 (zero).

Amount:
$ [   ]

Cost Source:
Select: ∨

Meals:

Sun, 5/1	Mon, 5/2	Tue, 5/3	Wed, 5/4	Thu, 5/5	Fri, 5/6	Sat, 5/7	Estimate Costs:
$64.00	$64.00	$64.00	$64.00	$64.00	$0	$0	$320.00

Cost Source:
Select: ∨

Step 5

Grand Totals:

Estimate Costs:	State:	Federal:	Other 3rd Party:	Personal Pay:
$2672.95	$1232.95	$1440.00	$0.00	$0.00

Agency/Board:

State Funds: 46.1 %   Agency Info: _____

Federal Funds: 53.9 %   Agency Info: _____

Other: 0 %   Agency Info: _____

Personal Pay: 0 %

Disclaimer:

The information listed reflects time and activities spent in the performance of services to the State of Alabama for the benefit of its citizens. **Any misrepresentation of information may result in the traveler being personally responsible for expenditures and time.**

Type your name and press the **ENTER** key to indicate agreement of the above statement: _____

Approving Supervisor:

I received approval to travel from this supervisor: _____

Date approved: _____

Submit

Step 6

Upload Your Travel Documents

You can also print or upload your travel documents by going to the Out of State Travel website at: https://oos.alabama.gov and select 'Manage Travel'.

Manage Your Travel

Please Enter Your Confirmation Code First

Enter your **Pre-Approval Confirmation Code** below. Your code was emailed to you when you completed the OOS Travel Pre-Approval online form process. The code is also located on your printed copy of the pre-approval form.

[ ]

✔ Check My Travel Status

💼 Upload or View Your Travel Packet

📄 View or Print Your Pre-Approval Form

📄 View or Print Your Detail Information

🏁 Submit Your Travel Expense Form

📄 View or Print Your Travel Expense Form

Upload Your PDF Travel Packet

You can upload your travel packet here. If you have previously uploaded a travel packet for this trip, it will be indicated below.
This process will only accept a PDF formatted document. If your document is not PDF, please convert it to PDF before uploading.

To ensure final approval, make sure your travel packet includes the items listed below:

Required:
- Plane Ticket (if applicable)
- Agenda

Optional (Agency Preference):
Hotel Reservations
Conference & Registration Fees

Thank you!

PLEASE NOTE: All items must be uploaded together in ONE PDF File. Future uploads will overwrite and replace any previous uploads.

- To upload your packet, please use the "Browse..." button below to find the PDF Travel Packet file on your computer.
- After you have selected the file, click the other button 'Upload Your Travel Packet', down below.
- Please be patient, as it may take a few moments to upload the PDF document to the travel system.

[Browse...]

[< Back]   [Upload Your Travel Packet]

Upload Your PDF Travel Packet

Your Travel Packet for this trip has been uploaded successfully and is awaiting approval from your agency director. ✓

[< Back]   [Resubmit Your Travel Packet] [View Your Travel Packet]