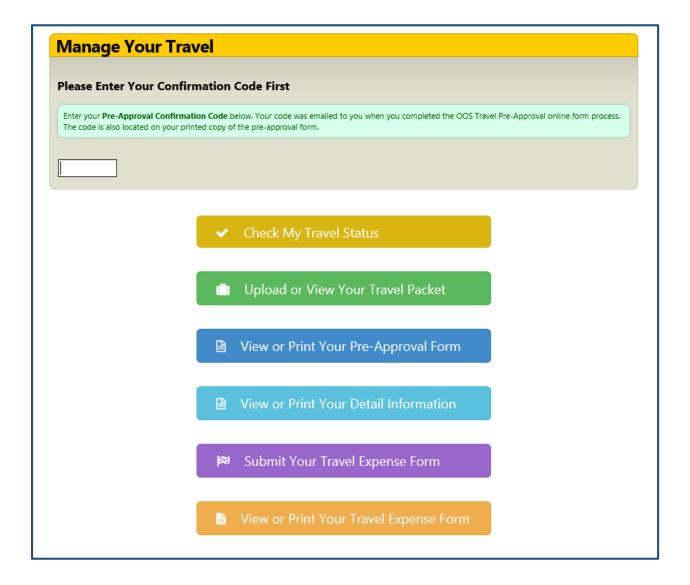
Sample Flying Expense



Step 1: Travel Information

We found the following information for the Confirmation Code you entered. If you have **returned** from your trip and wish to complete your Statement of Official Out of State Travel Expense Report, verify your information and click to go to the next step.

A

VERIFY: Name & Address appears as submitted on pre-approval according to eMap. If it is NOT the same as in eMap please contact your travel designee for instructions to correct. Reimbursements from the Comptroller's Office require the information to match the vendor file and if not it may result in delayed reimbursement.

Confirmation Code:	Lys5xLqQ
Department/Agency:	Governor's Office
Division:	
Name of Traveler (as in eMAP):	John Q Test
Home Address of Traveler (as in eMAP):	600 Dexter Avenue, Montgomery, AL 36104
Official Station or Base:	Montgomery, AL
Purpose of Travel:	OOS Travel Training
Start of Travel:	5/1/2016
< Previous Step	If Name and Address are correct (as in eMAP) continue to Next Step >

Below are	e your trip details. 1	his information comes from your O	lut of State Travel Pre-Approval s	ubmission and is displaye	ed for reference.
re-App	oroved Travel D	etails			
Day	Date	From	То	Time	Agency Vehicle Car Miles
Sun	5/1/2016	Montgomery, AL	MGM Airport	11:02 AM	10
Sun	5/1/2016	MGM Airport	DCA Airport	5:30 PM	
/lon	5/2/2016				
ue	5/3/2016				
Ved	5/4/2016				
hu	5/5/2016	DCA Airport	MGM Airport	9:00 AM	
Thu	5/5/2016	MGM Airport	Montgomery, AL	1:13 PM	10
lf your ac	ctual departure time	ng Time Adjustments?		proval, enter the actual ti	20 total miles
If your ac	ctual departure time Departing time o		what you entered on your pre-Ap	proval, enter the actual t	
If your ac	ctual departure time Departing time o	or return time was different than w		proval, enter the actual t	
If your ac Actual D Actual R	ctual departure time Departing time o Returning time o djustments?	or return time was different than w	AM V PM V		mes below.
If your ac Actual D Actual R	ctual departure time Departing time o Returning time o djustments? e the expenses sub	n Sun, 5/1/2016: 11 : 2 n Thu, 5/5/2016: 1 : 13	AM V PM V		mes below.
If your ac Actual D Actual R Iying A Below an eee Airline T	ctual departure time Departing time o Returning time o djustments? e the expenses sub	e or return time was different than was n Sun, 5/1/2016: 11 : 2 n Thu, 5/5/2016: 1 : 13 mitted with your Pre-Approval. Since <u>Pre-approved</u>	e they were estimated before you	r trip, some may be mod	mes below.
If your ac Actual D Actual R Iying A Below an Actual R	ctual departure time Departing time o Returning time o Idjustments? e the expenses sub Ficket:	e or return time was different than was different than was an Sun, 5/1/2016: 11 2 n Thu, 5/5/2016: 1 13 mitted with your Pre-Approval. Since <u>Pre-approved</u> \$550.00 (30% buffer)	AM PM PM PM s (ff ap airpo	r trip, some may be moo plicable, sky cap tip is \$2- t in writing.)	mes below.

Step 3: Meals & Lodging

HOTEL PA	RKING TIPS: If applica	ble, standard is 15-20%	of parking charges or \$2 e	each in/out. Tips mus	t be indicated on your hotel bill in writing.
)ate	Bfast (\$16.00)	Lunch (\$17.00)	Dinner (\$31.00)	Daily Total	Lodging
/1/2016				\$64.00	
/2/2016				\$64.00	
3/2016				\$64.00	
4/2016				\$64.00	
5/2016				\$64.00	0.00

Step 4: Par	king & Fee			
Conference Fee: Airport Parking: Metered Parking: State Services: Toll Roads:	Pre-approved \$100.00 \$40.00 \$0.00 \$0.00 \$0.00			
< Previous Step				Save Changes & Continue to Next Step

<mark>Step 5: Fina</mark>	lize & Print
	ton below to preview your expense report. Please double-check all values on the document before clicking the "Finalize & Print" button which will finalize open a PDF expense report document that you may print or save.
	Preview
< Previous Step	Finalize & Print

	_	Department/Agency		Code Nun	her			Division					Fu		
	Jo	ohn Q Test (Employee)		Code Null	ibei			Difficient				Mo	ntgomery,		
		Name of Traveler										Offica	al Station or	Base	
	_	Dexter Avenue, Montgo					_	_	_		Travel Tra	-			
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	05/04/2016		Washington, DC				\$0.00	\$0.00		\$0.0	_	- \$0.	State Se	rvices	\$0.0
Thu Thu		DCA Airport	MGM Airport	09:00 Al			\$0.00	\$0.00	\$0.00	\$0.0	0	- \$0.	00		
Thu	05/05/2016	MGM Airport	Montgomery, AL	01:13 PI	VI		-								
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TOTAL	S					\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	0 \$0.0	o s	0.00		
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Information About Travel

Manual Forms

- FRMS-5 Pre-Approval Request (Excel) Last Updated: 1/1/2016
- FRMS-5 Pre-Approval Request (Excel) Last Updated: 1/1/2015 (Oct-Dec)
- FRMS-6A Expense Report (Excel) New: 1/1/2016 (Mileage .54)
- FRMS-6A Expense Report (Excel) Previous: 1/1/2015 (Oct-Dec) (Mileage .575)

Meal Rates

- · State of AL Shortcut for GSA/CONUS rates used for meal caps listed by state/city
- GSA Per Diem Rates (Remove \$5 incidentals for state meal caps)
- GSA Meals and Incidental Expenses (M&IE) Breakdown

Memos & Information

Matrix Instructions & Guidelines 2013 (Updates Coming FY15)

State Law

- Code of AL 36-7-21
- Code of AL 36-7-22
- Attorney General Opinion 1986-326