

Sample Flying Expense

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

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.



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 >](#)

Step 2: Travel Expenses

Below are your trip details. This information comes from your Out of State Travel Pre-Approval submission and is displayed for reference.

Pre-Approved Travel Details

Day	Date	From	To	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	
Mon	5/2/2016				
Tue	5/3/2016				
Wed	5/4/2016				
Thu	5/5/2016	DCA Airport	MGM Airport	9:00 AM	
Thu	5/5/2016	MGM Airport	Montgomery, AL	1:13 PM	10
					20 total miles

Departing and Returning Time Adjustments?

If your actual departure time or return time was different than what you entered on your pre-Approval, enter the actual times below.

Actual Departing time on Sun, 5/1/2016: :

Actual Returning time on Thu, 5/5/2016: :

Flying Adjustments?

Below are the expenses submitted with your Pre-Approval. Since they were estimated before your trip, some may be modified.

Fee	Pre-approved		
Airline Ticket:	\$550.00 (30% buffer)	\$	<input type="text"/>
Airline Bag Fees:	\$120.00	\$	<input type="text"/> <small>(If applicable, sky cap tip is \$2-\$3 per large bag. Tip must be indicated on your airfare per airport in writing.)</small>
Intown Transit:	\$100.00 (Up to \$150)	\$	<input type="text"/> <small>(If applicable, standard tip is 15-20% of transit charges or \$2-\$3 free shuttle.)</small>
Travel Agency Fee:	\$0.00	\$	<input type="text"/>

< Previous Step

Save Changes & Continue to Next Step >

Step 3: Meals & Lodging

Listed below is each day of your trip. Make any adjustments to the expenditure amounts for meals and lodging.

MEALS: May be entered in any amount and combination, just as to not exceed the daily total.

LODGING: Hotel Parking & Business Services included in total.

BELLHOP TIPS: If applicable, standard is \$2-\$3 per large bag upon arrival/departure. Tips must be indicated on your hotel bill in writing.

HOUSEKEEPING TIPS: If applicable, standard is \$2-\$3/day. Tips must be indicated on your hotel bill in writing.

HOTEL PARKING TIPS: If applicable, standard is 15-20% of parking charges or \$2 each in/out. Tips must be indicated on your hotel bill in writing.

Date	Bfast (\$16.00)	Lunch (\$17.00)	Dinner (\$31.00)	Daily Total	Lodging
5/1/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$64.00	<input type="text"/>
5/2/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$64.00	<input type="text"/>
5/3/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$64.00	<input type="text"/>
5/4/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$64.00	<input type="text"/>
5/5/2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$64.00	0.00

< Previous Step

Save Changes & Continue to Next Step >

Step 4: Parking & Fees

Make adjustments to the expenditure amounts if needed.

	<u>Pre-approved</u>	
Conference Fee:	\$100.00	<input type="text"/>
Airport Parking:	\$40.00	<input type="text"/>
Metered Parking:	\$0.00	<input type="text"/>
State Services:	\$0.00	<input type="text"/>
Toll Roads:	\$0.00	<input type="text"/>

< Previous Step

Save Changes & Continue to Next Step

Step 5: Finalize & Print

Click the "Preview" button below to preview your expense report. Please double-check all values on the document before clicking the "Finalize & Print" button which will finalize the expense report and open a PDF expense report document that you may print or save.

Preview

< Previous Step

Finalize & Print

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](#)