



STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

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Kay Ivey
Governor

Clinton Carter
Finance Director

Kathleen D. Baxter, PhD, CGFM, CPM
State Comptroller

MEMORANDUM

TO: All Travel Designees and Agency Accounting Staff

FROM: Kathleen D. Baxter, State Comptroller
Cheryl Fondon, Governor's Office *KDB*

DATE: August 3, 2017

RE: In State Actual Expenses – House Bill 550

House Bill 550 was signed by Governor Ivey on May 26, 2017 and went into effect immediately. This amends Section 36-7-21, Code of Alabama 1975, to include reimbursements of actual and necessary expenses for state organizations where the state or individual is a dues paying member.

The names of the travel documents have changed in STAARS. The new names are as follows:
GAXT1 – **Per Diem** Employee Travel GAX
GAXT2 – **Actual** Employee and Nonemployee Travel GAX

The reimbursement of actual expenses will now be keyed into STAARS as a GAXT2 Document (Actual Expenses for Employee and Nonemployee). These reimbursements are not taxable; therefore, it is not necessary to run through Payroll as a GAXT1 document. **The GAXT2 document will no longer be restricted to Out of State Travel only.** In-state actual object codes will be available for selection when keying an In-State Actual reimbursement using a GAXT2 document (0301 Mileage, 0304 Promotional, 0307 Other Travel Expenses, 0341 In-State Travel Actual Expense).

Effective immediately, all in-state actual and out of state reimbursements should be keyed into STAARS as a GAXT2 document and all per diem related in-state travel should continue to be keyed as a GAXT1 document.

Please refer to the Governor's Out of State website at <https://oos.alabama.gov> for additional instructions on requirements.

If there are any questions about submitting documents in STAARS for payment, please contact the Comptroller's Office Accounts Payable Hotline 242-4444.