

**IN-STATE TRAVEL FOR ACTUAL EXPENSES**  
**INSTRUCTIONS & EXAMPLE**

**Pre-Approval**

- 1) Utilize MANUAL Pre-Approval Form: FRMS-6E  
Found on out-of-state travel website: <https://oos.alabama.gov/Information Page>  
Manual Forms – In-State Actual Expenses
- 2) Attach Letter from Agency Director/Legal Counsel confirming traveler is a current dues paying member to the state and/or national organization.  
**\*\* This letter is required of the Governor's Office to determine PRE-APPROVAL, but will not be necessary to submit to the Comptroller's Office for payment.**
- 3) Attach all other documentation normally required for MANUAL OOS travel.  
Agenda, Mileage Map, Hotel, Conference Fees, Meal Cap Reference, Etc

**Reimbursement**

- 1) Utilize MANUAL Expense Reimbursement Form: FRMS-6D  
(formerly located on the Comptroller's website)  
Found on out-of-state travel website: <https://oos.alabama.gov/Information Page>  
Manual Forms – In-State Actual Expenses
- 2) Object Codes  
0301 - Mileage  
0304 – Promotional (must have Code Authority)  
0341 – Lodging, Meal, Miscellaneous  
0916 - Conference Fees
- 3) Required Attachments
  - \* ACTUAL IN-STATE Expense Reimbursement Form – FRMS-6D
  - \* ACTUAL IN-STATE Pre-Approval Manual Form - FRMS-6E  
With Governor's Signature (or proper authority as given in 36-7-21)
  - \* Hotel Receipts, Meal Receipts, Conference Fee Receipts
  - \* Mileage Map (if requesting mileage for personal vehicle)

If there are any questions about the Pre-Approval process, please contact the Governor's Office, Cheryl Fondon 334-353-7510.

If there are any questions about submitting documents in STAARS for payment, please contact the Comptroller's Office Accounts Payable Hotline 334-242-4444.