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ADMINISTRATIVE REGULATION  
NUMBER 107

OPR: ACCOUNTING

## TRAVEL REIMBURSEMENT

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, procedures, and guidelines for the reimbursement of travel expenses incurred by employees while conducting official departmental business.

### II. POLICY

It is the policy of the ADOC to reimburse its employees for all travel expenses incurred during the normal course of business whenever such travel has been approved and meets the criteria for reimbursement, as promulgated by the Department of Finance.

### III. DEFINITIONS AND ACRONYMS

- A. **Base**: For travel related expenses, base is defined as a city or town.
- B. **Duty Station**: The city or town of the institution/division to which an employee is assigned.
- C. **Fiscal Policy and Procedures Manual (Fiscal Manual) (FPPM)**: The manual of policies, procedures, rules, and regulations published by the Department of Finance under authority of the Code of Alabama 1975 § 41-4-35.
- D. **Overnight**: “Overnight” means that a period of rest is needed to meet the demands of work while away from home (FPPM Chapter 6.5.F.1.a).

- E. **Per Diem**: A travel allowance paid in lieu of actual expenses which may include either a subsistence (meal) allowance, a subsistence allowance plus a portion of the daily allowance when the trip exceeds twelve hours, or a full daily allowance for overnight trips. The per diem includes all charges for meals, lodging, fees, and tips (FPPM Chapter 6.5.F.1.a).
- F. **Travel Reimbursement Request (Expense Account)**: The Department of Finance form(s) that must be prepared and submitted by the traveler to obtain reimbursement of travel expenses.

#### IV. **RESPONSIBILITIES**

- A. Each employee must:
  - 1. Obtain his/her supervisor's approval of pending plans prior to submitting travel requests for the approval of the Commissioner/Designee;
  - 2. Schedule authorized travel in the most efficient and economical manner;
  - 3. Submit his/her travel reimbursement request (expense form/report) within thirty (30) days for in-state and within fourteen (14) days of returning from out of State travel or charges being applied to the State's travel credit card (One card), whichever is first;
  - 4. Ensure the information presented on the travel request, in all stages, is accurate. Alterations of travel related documents or other intentional acts to circumvent reimbursement limits are considered falsification of state documents and is fraud;
  - 5. Use the appropriate form(s) or system when preparing expense forms/reports and ensure that reimbursement requests will not result in duplicate payments; and
  - 6. Ensure that the state vehicle assigned for his/her travel, if applicable, is parked in a safe location and locked when not in use.
- B. The employee's immediate supervisor must ensure that the most efficient mode of transportation for each travel assignment has been selected.
- C. The Accounting Division must audit each expense form/report to ensure technical compliance with ADOC and Department of Finance guidelines.
- D. The ADOC CFO/Designee must reject any travel request, in any stage, that fails to comply with established criteria.