



Bob Riley
Governor

Bill Newton
Acting Director of Finance

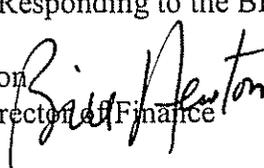
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MEMORANDUM

TO: Agencies Responding to the BP Oil Spill

FROM: Bill Newton
Acting Director of Finance 

RE: Reimbursement for BP Oil Spill Expenses

All agencies that are participating in the State's response to the BP Oil Spill on the Gulf of Mexico are incurring state costs for salaries, employee benefits, mileage, meals, lodging, and other expenses. It is the intention of the Governor to request reimbursement from BP for these state costs of the employees who are sent to work on this emergency, away from their normal "duty station." To assist in this process, the Governor has issued a Proclamation (attached) declaring state reimbursement at actual costs or the normal per diem rate of \$75 per day, but not both. The department head has the discretion to decide whether the employee is to submit actual receipts or receive the standard \$75 per diem rate. However, if the employee has been receiving lodging, meals, and/or other expenses paid by BP, the employee must file for actual expense only.

The attached forms have been created to provide a statewide, uniform method of submitting documentation and requesting reimbursement from BP. All forms should first be submitted to the employing state agency. The first form – *"In-State Travel Reimbursement of Actual Expenses – Disaster Response BP Oil Spill"* – is similar to Alabama's Out-Of-State Travel form and will be utilized only for actual reimbursement requests related to this emergency. All requests for actual reimbursement must be accompanied by detailed receipts before reimbursement can be considered. The second form – *"In-State Travel Per Diem – Disaster Response BP Oil Spill"* – is exactly like the current In-State travel form and should be utilized only by those employees requesting the normal \$75 per diem rate while working on the disaster response. The third form – *"Activity Time Sheet - BP Oil Spill"* – will be used by all employees to reflect the time dedicated each day on the response as well as details of the activities performed each day reimbursement is requested. This form will be utilized to

reimburse the agency for the personnel costs of each individual responding to the oil spill.

Each department will reimburse their own employees initially for their travel expenses following established Comptroller procedures. The Finance Department will obtain reimbursement from BP at a later date and reimburse each agency for their appropriate costs incurred.

Once travel reimbursement and personnel costs have been determined and paid, the agency will submit the information to the Finance Director's Office on the appropriate form. Each agency should designate a person to review and approve these requests for reimbursement from BP. These forms should be batched together and forwarded to the Finance Director's Office, attention Jeff Samuel, at the end of each pay period.

The Department of Finance will coordinate all such reimbursement requests directly with BP. Please note that it is the responsibility of each department head to ensure that they manage their workforce so that employees act reasonably and prudently in the incurring of expenses during this emergency response effort.

Additional instructions will be made available later detailing guidelines for preparing and sending employee reimbursement forms and subsequent request for BP reimbursement.

Attachments