

STATE OF ALABAMA  
REQUEST FOR OUT OF STATE TRAVEL

Agency 1 Division 2 Date 01/03/00

Dear Governor 4 :

Request is respectfully made for authorization to travel to the city of 5 6 7  
for the purpose of attending a Conference 8 Meeting 9 Job Specific 10 Training 11 (Agenda Attached )

13

Home Base City 14 Work Base City 15 Personal Time Requested/Added? No 16 Yes 17 (Add'l Form Req'd)

DRIVE 18 From: 20 to 21 Miles (1 way) 22 Time (1 way) 23 HR 24 MIN (Mileage Map) 25

	Date	Day	Time	Date	Day	Time	
Depart <u>26</u> Base	<u>27</u>	-	<u>29</u>	<u>53</u>	-	<u>55</u>	<u>52</u> Return
FLY <u>19</u> Depart <u>30</u> Airport	<u>31</u>	-	<u>33</u>	<u>49</u>	-	<u>51</u>	<u>48</u> Return
FLY&DRIVE Arrive <u>34</u> Destination City	<u>35</u>	-	<u>37</u>	<u>45</u>	-	<u>47</u>	<u>44</u> Leave
Business Participation Begins	<u>38</u>	-	<u>40</u>	<u>41</u>	-	<u>43</u>	Business Participation Ends

Mode of Transportation

	EST COSTS	ST	FED	OTH	PER
Car: <u>56</u> Driver <u>57</u> <u>58</u> Passenger <u>59</u> Round trip Mileage <u>60</u> Intown Mileage <u>61</u> Total <u>62</u>					
Agency Vehicle: <u>63</u> Miles: <u>64</u> (22 mpg @ \$3.25/gallon)	\$ <u>65</u>				
Motorpool <u>66</u> # of days <u>67</u> *\$15 + Mileage <u>68</u> *(\$ 0.35)	\$ <u>69</u>				
Personal <u>70</u> (Explanation) <u>71</u> Mileage <u>72</u> *(\$ 0.565)	\$ <u>73</u>				
Air: Carrier <u>74</u> Purchased from <u>75</u> Travel Agency Used <u>76</u> No <u>77</u> Yes					
Ticket (w/taxes/fees) \$ <u>78</u> Travel Agency Service Fee \$ <u>79</u> Bags \$ <u>80</u>	\$ <u>81</u>				
Airport Parking \$ <u>82</u> Tips \$ <u>83</u> Change Ticket Fee \$ <u>84</u>	\$ <u>85</u>				
Rental: Company <u>86</u> # of days <u>87</u> Base quote \$ <u>88</u> Gas (not pre-pay) \$ <u>89</u>	\$ <u>90</u>				
Size <u>91</u> (Exp.) <u>92</u> Other \$ <u>93</u> (Exp.) <u>94</u>	\$ <u>95</u>				
Transit: Taxi \$ <u>96</u> Shuttle \$ <u>97</u> Other \$ <u>98</u> (Exp.) <u>99</u> Tips \$ <u>100</u>	\$ <u>101</u>				
Lodging: <u>102</u> Business Services \$ <u>103</u> Tips \$ <u>104</u>	\$ <u>105</u>				
# of nights <u>106</u> @ \$ <u>107</u> + <u>108</u> % tax \$ <u>109</u> - Resort (Fee) <u>110</u> Parking <u>111</u>	\$ <u>112</u>				
Meals DATES: <u>113</u> <u>119</u> \$ <u>120</u>					
Guidelines					
Bfast (5:00a-10:30a) <u>121</u> <u>127</u> \$ <u>128</u>					
Lunch (10:30a-4:00p) <u>129</u> <u>135</u> \$ <u>136</u>					
Dinner (4:00p-11:00p) <u>137</u> <u>143</u> \$ <u>144</u>					
Conference & Registration Fees: Date <u>145</u> Amt <u>146</u> \$ <u>147</u>					
Other Expenses: <u>148</u> Amt <u>149</u> \$ <u>150</u>					
GRAND TOTAL	\$ <u>151</u>				<u>152</u> - <u>155</u>

Agency/Board State Funds 156 % Name: 157 Federal Funds 158 % Name: 159

Other 160 % Name: 161 Personal Funds: 162 %

Employee 163 Contract 164 Board Member 165 Guest 166 Approved 169  
Division Head / Date

Signature 167 Approved 170  
Traveler / Date Agency Director / Date

Name 168 Approved 171  
(Please type or print) Governor / Date