



STATE OF ALABAMA  
OFFICE OF THE DIRECTOR OF FINANCE  
STATE CAPITOL  
MONTGOMERY, ALABAMA 36130

BOB RILEY  
GOVERNOR

DRAYTON NABERS, JR.  
DIRECTOR OF FINANCE

March 25, 2003

MEMORANDUM

TO: All Agencies

FROM: Drayton Nabers, Jr.  
Director of Finance

A handwritten signature in cursive script, appearing to read "Drayton Nabers, Jr.", written over the printed name.

SUBJECT: Travel Policies and Procedures

As you are aware, the State of Alabama is in the midst of a fiscal crisis and all possible means to ease the burden should be examined. Travel is one area where changes can be made and savings realized. To that extent, the following statements of policy reflect the official travel policy established by the State of Alabama.

To the extent possible, without restricting job performance, employees who travel should use common sense and initiative to economize in incurring travel expenses. As a minimum, the following should be observed:

- **Travel only when it is absolutely necessary.** Where possible, letters, telephone calls, and email should be used in lieu of travel. Only travel expenses essential to the transacting of official state business will be reimbursed.
- **Minimize overnight trips.** Overnight trips should not be scheduled for destinations within a 100-mile radius of the base. Any variance must have specific justification and the department director's approval.
- **Use the most economical means of transportation.** To the extent of availability, unless a specific exemption is obtained, employees based in Montgomery will use motor pool vehicles. For out-of-state air travel, tourist-class accommodation must be used.
- **Plan and coordinate travel.** Plan to maximize accomplishments. When possible, coordinate travel so as to share transportation.

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All in-state travel shall be approved in advance by the traveling employee's department director. The director may delegate the approval authority to lower-level supervisors as long as the purpose of travel is within the normal scope of duties assigned to the employee. However, only a department director may approve the claim for reimbursement on the expense account form.

By State law, all out-of-state travel must be authorized in writing by the Governor in advance of the actual trip. Requests will not be approved unless such travel is absolutely essential to the operation of the agency or will result in direct financial benefit to the State of Alabama.

Once approval has been received from the Governor's Office, changes to the itinerary or travel mode prior to departure will require another approval by the Governor's Office. Additional expenses incurred due to changes made during the trip, i.e. early or late return for an employee's personal convenience are not reimbursable.

Employees who are required and authorized to travel in the performance of their duties will be reimbursed for expenses in accordance with State statutes and the State of Alabama's *Fiscal Policy and Procedures Manual*.

I appreciate your cooperation, and I know I can count on your adherence to these policies.