

STATE OF ALABAMA
Statement of Official Out of State Travel

<u>Finance</u>	<u>Control & Accounts</u>	<u>General</u>
Department/Agency	Code Number	Division
<u>John Q. Traveler</u>	<u>XXX-XX-XXXX</u>	<u>Montgomery</u>
Name of Traveler	Social Security Number	Official Station or Base

<u>100 Neighborhood Street, Anytown, AL 36123</u>	<u>Attend National Conference of State Government</u>
Address of Traveler (including street, city, state, and zip code)	Purpose of Travel

The mileage and subsistence expense indicated in this expense account has been previously authorized and has been checked for compliance.

I Hereby Certify That the Within Account in the Amount of \$1,776.00 is correct, due, and unpaid.

APPROVED: John Q. Supervisor
 Departmental

John Q. Traveler
 Signature of Payee

Sworn to and subscribed before me this 8 day of August

Jane Q. Notary
 Notary Public

RECAPITULATION OF EXPENSES

Travel Expenses	Amount	Emergency and Necessary Expenses Incurred in Connection with Travel	Amount
Commercial Transportation (incl rental car/gas) 0400-02	\$656.80	Total other expenses such as postage, fax, telephone, parking, baggage, handling, tolls, conference registration, etc	\$624.00
Mileage, private car 0400-01	\$22.20		
Meals and lodging 0400-03	\$473.00		
SUBTOTAL TRAVEL EXPENSES	\$1,152.00	GRAND TOTAL TRAVEL EXPENSES	\$1,776.00

ITEMIZED STATEMENT OF NECESSARY TRAVELING EXPENSES INCURRED FOR PERIOD 8/1/2011 TO 8/7/2011

Date mm/dd/yy	Points of Travel		Hour of Depart/Return	Private Car Miles / Fare Description	Commercial Fare Amount	SUBSISTENCE			Total Meals	Lodging	Total Meals & Lodging	Necessary Expense & Conference Registration		
	From City/State	To City/State				Breakfast	Lunch	Supper				Detail	Amount	
8/1/2011	Montgomery, AL	Washington, DC	6:00 AM	20.00								Registration	600.00	
				Airline	576.80	6.53	12.59	20.45	39.57	110.00	149.57	Skycap	1.00	
				Taxi	20.00							Bellhop	1.00	
8/2/2011	Washington, DC			Taxi	20.00	7.65	10.78	19.65	38.08	110.00	148.08	Housekeeper	2.00	
8/3/2011	Washington, DC			Taxi	20.00	5.45	14.35	22.67	42.47	110.00	152.47	Housekeeper	2.00	
8/4/2011	Washington, DC					9.64	13.24		22.88		22.88			
8/5/2011	Personal													
8/6/2011	Personal													
8/7/2011	Washington, DC	Montgomery, AL	6:00 PM	Taxi	20.00							Bellhop	1.00	
					20.00							Skycap	1.00	
												Airport Parking	1.00	
TOTALS					40.00	656.80	29.27	50.96	62.77	143.00	330.00	473.00		624.00

STATE OF ALABAMA
REQUEST FOR OUT-OF-STATE TRAVEL

DEPARTMENT OF FINANCE Date 6/1/2011

Dear Governor BENTLEY

Request is respectfully made for authorization of travel for the purpose of attending
(Agenda Attached) Conference Meeting Job Specific Training NATIONAL CONFERENCE OF STATE

GOVERNMENT in the city of WASHINGTON DC UNITED STATES
State of Country

Home Base City ANYTOWN, AL Work Base City MONTGOMERY, AL

Date & Time of Departure/Return MONDAY 8/1/2011 6:00 AM - SUNDAY 8/7/2011 6:00 PM
day date time day date time

Date & Time of Business Participation MONDAY 8/1/2011 6:00 AM - THURSDAY 8/4/2011 2:00 PM
day date time day date time

Date & Time of Personal Travel THURSDAY 8/4/2011 2:00 PM - SUNDAY 8/7/2011 6:00 PM
day date time day date time

I will personally pay for the above expenses while on personal time. I will receive no reimbursement from any entity and will record the time as annual leave.

Sign. John Q. Traveler Employee Approved John Q. Director Director

ESTIMATED COST

Mode of Transportation:

Car From Montgomery To Airport Roundtrip Mileage 40
Motorpool # of days _____ * \$15 + Mileage _____ (* \$0.35) \$ _____
Passenger Agency Vehicle Gas \$ _____ \$ _____
Personal (explanation) _____ Mileage: 40 (* \$0.555) \$ 22.20

Air From Montgomery To Washington, DC Carrier Delta
Ticket \$ 576.80 Bags \$ _____ Parking \$ 16.00 Extras \$ _____ \$ 592.80

Car Rental: Car Company _____ # of Days: _____ \$ _____
Taxi \$ 80.00 Shuttle \$ _____ Other \$ _____ (explanation) _____ \$ 80.00

Lodging (Specify hotel): The Pains Hotel

of Nights 3 @ \$ 100.00 +15% tax \$ 345.00 + Parking \$ _____ Extras \$ _____ \$ 345.00

Meals: # of Meals (not counting those provided) 4 Breakfast @ \$10 4 Lunch @ \$15 3 Dinner @ \$25 \$ 175.00

Conference & Registration fees Early Bird Date: 7/31/2011 Deadline Date: 8/1/2011 \$ 600.00

Other expenses (explanation) _____ \$ _____

GRAND TOTAL \$ 1,815.00

EXPENSES WILL BE PAID FROM:

State Funds 100 % Name: General Funds Federal Funds _____ % Name: _____

Other _____ % Name: _____

Employee Non-Employee _____ Board Member _____ Guest _____

Signature John Q. Traveler 6/1/11
Traveler / Date

Name John Q. Traveler
(Please type or print)

Approved John Q. Supervisor 6/1/11
Division Head / Date
Approved John Q. Director 6/1/11
Date
Approved Governor Bentley 6/3/11
Governor / Date

August 1, 2011

RECEIPT		NO.1
Payee Name: National Conference of State Government Address: 123 Main Street City, ST ZIP Code: Washington DC		Payer Name: John Q. Traveler Address: 100 Neighborhood Street City, ST ZIP Code: Anytown, AL 36123
DATE	DESCRIPTION	AMOUNT
08/01/2011	Registration for 2011 Annual Conference	600.00
	SUBTOTAL	600.00
	TAX	
	TOTAL	600.00

RECEIPT 12:05 PM		NO. 1
Payee Name: RESTAURANT 1 Address: 1 MAIN STREET City, ST ZIP Code: WASHINGTON DC		Payer Name: Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/01/2011	HAMBURGER FRIES AND DRINK	10.00
	TAX	1.00
	TIP	1.59
	TOTAL	12.59

RECEIPT 7:30 PM		NO.2
Payee Name: RESTAURANT 2 Address: 201 DAY STREET City, ST ZIP Code: Washington DC		Payer Name: Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/01/2011	STEAK, POTATO, AND TEA	16.00
	TAX	1.57
	TIP	2.88
	TOTAL	20.45

August 1, 2011 Cont'd

RECEIPT		NÖ. 1
Payee Name: ABC Taxi Service Address: City, ST ZIP Code:		Payer Name: Passenger Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/01/2011	Taxi from Airport to Hotel	20.00
	SUBTOTAL	20.00
	TAX	
	TOTAL	20.00

Your Receipt and Itinerary

(Scan this barcode at a Delta Self-Service Kiosk to access your reservation.)

John Q. Traveler
100 Neighborhood Street
Anytown, AL 36123

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online for your flight. → [Check-in](#)

Flight Information

DELTA CONFIRMATION #: GZEU08
TICKET #: 00623541160804

Seat/ Day Date Cabin	Flight	Status	Bkng Class	City	Time	Meals/ Other
----- -----						
Mon 01AUG **	DELTA 5304*	OK	Q	LV MONTGOMERY	730A	
				AR ATLANTA	937A	
COACH	*Operated by ATLANTIC SOUTHEAST					
Mon 01AUG **	DELTA 1184	OK	Q	LV ATLANTA	1215P	V
				AR WASHINGTON DC	122P	
COACH						
Sun 07AUG **	DELTA 1184	OK	U	LV WASHINGTON DC	215P	V
				AR ATLANTA	714P	
COACH						
Sun 07AUG **	DELTA 5417*	OK	U	LV ATLANTA	855P	
				AR MONTGOMERY	849P	
COACH	*Operated by ATLANTIC SOUTHEAST					

Check your flight information online at delta.com or call the Delta Flightline at 800-325-1999.

Key to Terms
- Arrival date different than
departure date

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket. Please review Delta's [check-in Requirements](#) and [baggage](#) guidelines for details.

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.
You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.
For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit <http://SafeTravel.dot.gov>.

Do you have comments about our service? Please [email](#) us to share them with us.

- ** - See [Seats](#) on delta.com
- *** - Multi meals
- *SS - Multiple seats
- AR - Arrives
- B - Breakfast
- C - Bagels/Beverages
- D - Dinner
- F - Food available for purchase
- L - Lunch
- LV - Departs
- M - Movie
- R - Refreshments - Complimentary
- S - Snack
- T - Cold meal
- V - Snacks for Sale

Passenger Information

JOHN Q. TRAVELER

Billing Details

Receipt Information

Fare Details: MGM DL X/ATL DL DEN297.68QD14A0UA DL X/ATL DL
MGM199.07UA14A0NJ
USD496.75END ZP MGMATLDENATL XF MGM4.5ATL4.5DEN4.5ATL4.5

Fare:	496.75 USD	Form of Payment	CA*****5744
Tax:	80.05 TX		
Total:	576.80 USD		

NON-REF/\$CHANGE FEE
NON-REF/\$CHANGE FEE

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued at a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Detailed Tax Information

Total Tax: 80.05 USD

XF	18.00	ZP	14.80	AY	10.00	US	37.25
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Ticketing Details

Scan this barcode at a Delta Self-Service Kiosk to access your reservation.

TICKET #: 00623541160804
Issue Date: 07/19/11 Expiration: 07/19/12
Place of Ticket Issue: LAXWEB
Issuing Agent Id: DL/WW
Ticket Issue date: 19JUL11
Not Transferable

Save money when you book your next car or hotel at delta.com.

Up to 40% off and earn 100 miles per day, (200 miles per day for Medallion members).

Hotel Search by Hilton Worldwide.

Up to 25,000 bonus miles. Plus, no annual fee for first year. Apply Now.



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- Our right to change terms of the contract
- Check-in requirements and other rules establishing when we may refuse carriage
- Our rights and limits of our liability for delay or failure to perform service, including schedule changes, substitution of alternative air carriers or aircraft, and rerouting
- Our policy on overbooking flights, and your rights if we deny you boarding due to an oversold flight

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

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Meal Reimbursement Form - Out-of-State Travel

Date	Day	Time	Restaurant	Amount Paid	Receipt
<u>8/1/2011</u>	<u>Monday</u>	<u>6:00 AM</u>	<u>Muggs Coffee</u>	<u>6.53</u>	<input type="checkbox"/>
<u>8/2/2011</u>	<u>Tuesday</u>	<u>7:00 AM</u>	<u>McDonalds</u>	<u>7.65</u>	<input type="checkbox"/>
<u>8/3/2011</u>	<u>Wednesday</u>	<u>6:30 AM</u>	<u>Ihop</u>	<u>5.45</u>	<input type="checkbox"/>
<u>8/4/2011</u>	<u>Thursday</u>	<u>8:00 AM</u>	<u>Cracker Barrel</u>	<u>9.64</u>	<input type="checkbox"/>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<input type="checkbox"/>

Meal Statement:

I certify that the meal reimbursement requested above is for actual expenses incurred by the approved traveler on official State of Alabama travel.

John Q. Traneler 8/8/11
Employee Signature/Date

August 1, 2011

Name and Address

Traveler, John Q
100 Neighborhood Street
Anytown, AL 36123



100 East State Street * Washington, DC 12345
Phone (123) 456-7890 * Fax (987) 654-3210
www.thepalmshotel.com

The Palms Hotel

Confirmation 83328989
Date 8/4/2011

Room 1301
Arrival Date 8/1/2011
Departure Date 8/4/2011
Adult/Child Jan-00
Room Rate 110

DATE	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
8/1/2011	GUEST ROOM	100.00		100.00
	RM-CITY TAX	5.00		105.00
	RM-STATE TAX	5.00		110.00
8/2/2011	GUEST ROOM	100.00		210.00
	RM-CITY TAX	5.00		215.00
	RM-STATE TAX	5.00		220.00
8/3/2011	GUEST ROOM	100.00		320.00
	RM-CITY TAX	5.00		325.00
	RM-STATE TAX	5.00		330.00
	BALANCE DUE			330.00
	PAYMENT SETTLED ON MC *5744		330.00	0.00

Thank you for your business

August 2, 2011

RECEIPT		NO. 2
Payee Name: ABC Taxi Service Address: City, ST ZIP Code:		Payer Name: Passenger Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/02/2011	Taxi from Hotel to Convention Center	20.00
	SUBTOTAL	20.00
	TAX	
	TOTAL	20.00

RECEIPT 12:45 PM		NO. 3
Payee Name: RESTAURANT 3 Address: 806 STAR STREET City, ST ZIP Code: WASHINGTON, DC		Payer Name: Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/02/2011	FISH TACOS, CHIPS AND SALSA, WATER	8.50
	Tax SUBTOTAL	.78
	TIP TAX	1.50
	TOTAL	10.78

RECEIPT 8:13 PM		NO. 4
Payee Name: RESTAURANT 1 Address: 1 MAIN STREET City, ST ZIP Code: WASHINGTON DC		Payer Name: Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/02/2011	GRILLED CHICKEN, PASTA SALAD AND LEMONADE	16.00
	TAX	1.65
	TIP	2.00
	TOTAL	19.65

August 4, 2011

RECEIPT 1:13 PM		NO. 7
Payee Name: RESTAURANT 1 Address: 1 MAIN STREET City, ST ZIP Code: WASHINGTON DC		Payer Name: Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/04/2011	CHICKEN FINGER BASKET WITH TEA AND PIE	10.00
	TAX	1.24
	TIP	2.00
	TOTAL	13.24

August 7, 2011

RECEIPT		NO. 3
Payee Name: ABC TAXI SERVICE Address: City, ST ZIP Code:		Payer Name: PASSENGER Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/07/2011	TAXI FROM HOTEL TO AIRPORT	20.00
	SUBTOTAL	20.00
	TAX	
	TOTAL	20.00

RECEIPT		NO. 3
Payee Name: Montgomery Regional Airport Address: City, ST ZIP Code:		Payer Name: Address: City, ST ZIP Code:
DATE	DESCRIPTION	AMOUNT
08/07/2011	Airport parking for August 1, 2011-August 7, 2011 \$4.00 per day	28.00
	SUBTOTAL	28.00
	TAX	
	TOTAL	28.00

3 days personal (12.00)
\$16.00

 THE MONEY LIST



How much to tip

If you ask 10 people how much to tip in a given situation, you'll get several answers and a slew of hot-headed opinions about the "right" thing to do.

To help start your next debate, here's a quick guide to customary gratuities for various services. The guide is provided by the Emily Post Institute. Those with passionate views about how much to tip the pizza-delivery guy, please see the information in the footnote provided by two other sources.

(For a look at the *real* reasons we tip and whether tipping has *anything* to do with the quality of service we receive, [click here](#).)

RESTAURANTS/BARS

Waiter/waitress:	15% of bill (excl. tax) for adequate service; 20% for very good service; no less than 10% for poor service
Headwaiter/captain:	often gets a cut of table server's tip; so tip your server extra to reward captain, or tip captain separately
Sommelier, or wine steward:	15% of cost of the bottle
Bartender:	15% to 20% of the tab, with a minimum of 50 cents per soft drink, \$1 per alcoholic drink
Coatroom attendant:	\$1 per coat
Parking valet or garage attendant:	\$2 to bring your car to you
Washroom attendant:	50 cents to \$1

DAILY LIFE

Taxi driver:	Varies depending on locality. Assume 15% will be enough; an extra \$1 to \$2 for help with bags.
Food delivery person:*	10% of the bill (excl. tax), at least \$1 for bills up to \$10. Should tip 15%-20% for a difficult delivery.
Grocery loader:	Check with store policy if tips are accepted. If so, \$1 for bringing bags to car; \$1.50 to \$3 if you have more than 3 bags.
Barber:	15% to 20%, minimum \$1, for a haircut. For other services (shampoo, shave or manicure) tip \$1 to \$2 to service provider.
Hairdresser:	15% to 20%. (It is now acceptable to tip owner, unless he or she says otherwise.)
Shampoo person:	\$2
Manicurist:	15%
Spa service (e.g., massage):	15% to 20%. If service is provided by owner, no tip.
Staff at coffee/food retailers with tip jars:	No tip required. It's completely optional.
Handyman:	No tip
Gas attendant:	No tip

* Mike Lynn, associate professor of consumer behavior at the Cornell Hotel School suggests tipping pizza delivery folk a minimum of \$2 per pizza. His reasoning: Food delivery can be dangerous if delivering to crime-ridden neighborhoods or driving in bad weather, etc. The Web site www.tipthepizzaguy.com suggests the following: 15% for normal service, with a \$2 minimum; 20% for excellent service; 10% or less for poor service; at least 10% for orders of \$50 or more. Don't assume a delivery charge, if there is one, goes to the pizza deliverer. Ask the person who takes your order.

TRAVEL

Skycap at airport:	\$1 per bag if you check-in curbside; \$2 per bag if skycap takes bags to check-in counter.
Hotel doorman:	\$1 per bag for help with luggage; \$1 per person for hailing a cab
Hotel bellhop:	\$1 per bag for bringing luggage to your room (but a \$2 minimum if you have just one bag)
Hotel housekeeper:	\$2 to \$5* per night
Hotel concierge:	\$5 for getting you tickets or reservations (\$10-plus if they're hard to get). No tip required when you ask for directions.
Cruise:	Varies. Ask cruise line about customary gratuities.

Source: Emily Post Institute
* Additional source: Tipping.org