Updated Travel Request Process

Governor's Office, Administration

Produced by: Evan Ward

I. Preparing Travel Packets

1. Place Papers in this Order:

a. Copy of the original out-of-state **pre-approval** travel form, (FRMS-5)

b. Original out-of-state travel **pre-approval** form, (FRMS-5)

c. Agenda/detailed schedule of state business

d. Vehicle travel: quote from electronic map of miles to be traveled

e. Airline travel: quote from company or agency of requested flight

f. Lodging: quote or statement on registration materials that provide hotel rates

g. Rental Car: quote from car rental company of expected charges

h. Justification Letters, interdepartmental memos, agency specific documents, etc. are NOT required by the Governor's Office. If required within your agency, please attach behind all other paperwork.

I. Preparing Travel Packets

2. Please use YELLOW MARKER only; highlight the following on the Agenda/Detail Schedule:

   a. Time of the first official state meeting you will be attending
   b. Time of the last official state meeting you will be attending
   c. All references to mealtimes whether they are provided or "on your own"

3. Please do not use the following items within your packet:

   a. Staples
   b. Sign-here tabs
   c. Post-it notes
   d. Cover Letters
   e. white-out
   f. red ink

4. Please document any explanations directly on the travel form.

II. Preparing Amended Travel Packets

1. Packet should be submitted to Governor's Office with an explanation as to why it had to be changed.

2. Submit NEW travel form labeled "AMENDED." This form contains the new, corrected information highlighted in YELLOW to denote a change from the original.

3. Make Governor's Office a COPY of this new form as well, with changes again highlighted in YELLOW

4. In addition to submitting the amended form, the agency/board must return the original travel form that was previously signed, as well as all previously submitted items in the original travel

5. If it was "green-slipped," please send that over with the above information as well.

6. Amended travel will be processed within 24 hours

Amended Travel Forms

PUBLIC SERVICE COMMISSION
REQUEST FOR OUT OF STATE TRAVEL

DATE 4/21/2011

RECEIVED Governor's Office

The Honorable Robert Bentley
Governor of Alabama
Montgomery, Alabama 36130

Dear Governor Bentley:

Request is respectfully made for authorization of travel for the purpose of attending required training (PHMSA-PL3355 Safety Evaluation of Control Room Management Programs) at Pipeline and Hazardous Material Safety Administration's Training and Qualification School

(use reverse side if needed)

in the City of Oklahoma City, State of Oklahoma

Mode of Transportation	
Lodging (specify hotel if known)	Homewood Suites
Date of Departure	June 5, 2011
Date of Return to Home Base	June 10, 2011

ESTIMATED COST

Transportation	$630.30	Signature Wallace R. Jones, Sr.
Conference Fee		Wallace R. Jones, Sr. Type or Print Name
Registration Fee		Social Security No. [redacted]
Room	$467.00	
Meals	$200.00	APPROVED Section Manager
In City Transportation: Long-term Parking	$48.00	
Car Rental & Fuel	$252.00 *	APPROVED Division Director 4/29/2011
Total	$1,597.50	
State Funds	(32%)	APPROVED Executive Director
Federal Funds	(68%)	
Charge to 325	Fund	APPROVED GOVERNOR

* Vehicle is Mid-Size due to three personnel attending course at same time.

"Revised"

PUBLIC SERVICE COMMISSION
REQUEST FOR OUT OF STATE TRAVEL

RECEIVED

The Honorable Robert Bentley
Governor of Alabama
Montgomery, Alabama 36130

Dear Governor Bentley:

Request is respectfully made for authorization of travel for the purpose of attending required training (PHMSA-PL3355 Safety Evaluation of Control Room Management Programs) at Pipeline and Hazardous Material Safety Administration's Inspector Training and Qualification School

(use reverse side if needed)

in the City of Oklahoma City, State of Oklahoma

Mode of Transportation	Air
Lodging (specify hotel if known)	Fairfield Inn & Suites Oklahoma City Airport
Date of Departure	August 21, 2011
Date of Return to Home Base	August 26, 2011

ESTIMATED COST

Transportation	$550.00	Signature Wallace R. Jones, Sr.
Conference Fee		Wallace R. Jones, Sr. Type or Print Name
Registration Fee		Social Security No. [redacted]
Room	$467.00	
Meals	$234.00	APPROVED Section Manager
In City Transportation: Long-term Parking	$48.00	
Car Rental & Fuel	$250.00	APPROVED Division Director 7/2/2011
Total	$1,499.00	
State Funds	(32%)	APPROVED Executive Director 7/13/11
Federal Funds	(68%)	
Charge to 325	Fund	APPROVED GOVERNOR

Original trip for this class cancelled by ITAQ - re-scheduled for these dates.

III. Submitting Travel Authorizations

1. Travel may be submitted no earlier than 3 months ahead of departure date.

   Example: If today were July 15th, our office will be accepting and signing travel with departure dates listed for July, August, September.

2. Upon submission, divide travel into two separate folders:

   a. Airline Travel: air travel will be processed within 2 days

   b. Car/Vehicle Travel: car travel will be processed within 3-4 days

3. All employees attending the same event need to submit travel together at one time.

Processing Travel - Room EB-05

Processing Travel - Room EB-05

IV. Collecting Travel Authorizations

1. Agency/Board is responsible for getting their own travel returned/picked up in a timely manner

   a. If you would like to have travel returned to you, enclose within your packet a self-addressed 10x13 envelope.

   b. Agency/Board may pick-up travel at the State Capitol Room EB-05

2. Those agencies/boards not located in the Montgomery River Region need to use a self-addressed 10x13 envelope.

   a. APT
   b. Chiropractic Examiners
   c. Commission Uniform Laws
   d. Examiners in Counseling
   e. Dental Examiner
   f. EMA
   g. Geo. Sur./Oil & Gas Board
   h. Music Hall of Fame
   i. Optometry Board
   j. Pharmacy Board
   k. Plumbers & Gas Fitters
   l. School of Fine Arts
   m. School of Math and Science
   n. U.S. Space and Rocket Center
   o. Surface Mining Commission

IV. Collecting Travel Authorizations

2. If you have questions, concerns, need to check on travel, or need travel signed immediately, you may contact my office at 353-7510 or Room EB-04 at the State Capitol.

a. Each agency/board should have one designee and one backup to communicate travel issues to the Governor's Office. Please do not allow individual employees requesting travel to contact me directly. They must go through the agency designee and/or their director.

b. Please send requests to check on travel to travel@governor.alabama.gov. Include the name of the traveler, date of departure, and city to which employee is traveler.

c. During the designated times, you may bring travel for immediate approval.

d. Please do NOT send agency runner who are not familiar with travel procedures to deal with travel issues.

V. Extraordinary Travel

Travel to Alaska, Hawaii, and out-of-country destinations, or travel having an excessive total cost will require the Chief of Staff's review, approval, and signature.

This review occurs once a week. Please submit these travels at least three weeks in advance to allow time to process.

VI. Blanket Travel

VII. Motorpool Exemptions