



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

BOB RILEY
GOVERNOR

DRAYTON NABERS, JR.
DIRECTOR OF FINANCE

MEMORANDUM

To: All Department and Agency Directors

From: Drayton Nabers, Jr.
Director of Finance

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

Subject: Per Diem Revised Policy

Date: March 28, 2003

Based on feedback from state employees we are revising the per diem policy announced on March 26. Effective April 1, 2003, per diem will be set at three rates depending on the length of a trip. The rates are based on the assumption that state employees traveling in-state on official business should be able to obtain hotel accommodations and meals for less than \$100 per night. Per diem will be set at the following rates:

\$50.00 per day for two day trips (one night)

\$66.66 per day for three day trips (two nights)

\$75.00 per day for trips of four days or longer (three or more nights)

The single day meal allowances will be based on the \$50.00 per diem and consequently are set at \$7.50 for a half day trip and \$20.00 for a full day trip.

Overnight trips of less than 100 miles (to include Birmingham) for one night are not permitted. Overnight trips of less than 100 miles for two or more nights are permitted if, based on the judgment of the department director, returning home each night is unreasonable. Department directors must notify the Finance Director in writing justifying any overnight trips of less than 100 miles.