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ROBERT L. CHILDREE
State Comptroller

April 30, 2003

MEMORANDUM

TO: All Departments

FROM: Robert L. Childree *RLC*
State Comptroller

SUBJECT: Overnight Travel Less Than 100 Miles

Many questions have been asked regarding the new policy on overnight travel for trips of less than 100 miles. To restate the policy put forth by the Director of Finance in his memorandum of March 28, 2003, overnight trips of less than 100 miles (to include Birmingham) for **one** night are not permitted. Department directors may approve overnight trips of less than 100 miles for **two or more** nights provided that written justification is provided to the Finance Director in advance of the actual travel, and a copy of this justification must be attached to the travel claim when submitted to my office for payment.

The only allowable exception to the one night rule is provided for in the updated policy in Chapter 6, page 6-17, of the State's *Fiscal Policy and Procedures Manual*, which states that "once a year an exception to the 100-mile rule may be approved by Department Directors for employees attending professional meetings." If a department director wishes to invoke this provision for a one night trip of less than 100 miles, that would be the only allowable method to pay for such a trip. Otherwise, travel claims presented to my office for a one night trip of less than 100 miles will not be paid.

If you have any questions, please contact Tucker Wilson in my Accounts Payable Section at (334) 242-7057 or email him at twilson@comptroller.state.al.us.

RLC:mr