State of Alabama



Department of Finance *Office of the Comptroller*Montgomery, Alabama 36130-2602

TO: Accounting Contacts

DATE: February 20, 2015

SUBJECT: Clarification: Travel Report Electronic Signatures

Automating business processes and documentation is extremely important and beneficial to the State. Simple changes, such as electronic signatures and approvals on travel reports, can streamline and improve the payment process. This is especially important as the State transitions from paper to electronic processes in STAARS. The information and changes below can be made in your agency business processes now. If these processes are beneficial to your agency, I encourage you to implement. You do not have wait for STAARS.

Contact Lindsay Bryant at 353-3708 or Jamie Jackson at 353-1285 in Accounts Payable if you have any questions on what is acceptable.

Sincerely,

Tom White

Clarification: Travel Report Electronic Signatures

The attached memorandum allowed agencies to submit signature copies or electronic signatures in lieu of an original signature on travel reports. Since 2012 a limited number of agencies have implemented an acceptable electronic signature.

Recently, several agencies submitted a typed signature for the traveler and/or approval. This office does not recognize a typed signature to be an acceptable electronic signature.

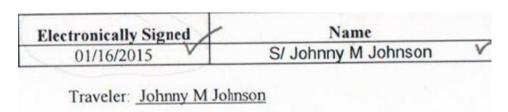
The Alabama Uniform Electronic Transactions Act is codified at 8-1A-1 through 8-1A-20, Code of Alabama. It applies to transactions between parties, including governmental entities, "each of which has agreed to conduct transactions by electronic means." 8-1A-5(b). An electronic signature is defined as a "sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person **with the intent to sign the record** (emphasis added)." 8-1A-2(9). Where an electronic signature is required, the type used by an agency is subject to the **receiving agency's review and approval**. (emphasis added) 8-1A-18.

This office relies on agency representation that the electronic signature is the employee's and/or agency approval intent to sign/approve the travel report (record). Examples of 2 commonly accepted electronic signatures this office allows are represented as follows:

I HEREBY CERTIFY that the travel and expense indicated hereon was accomplished in the performance of official duties pursuant to travel granted me.

/s/ Jon M. Humphrey, JPO II

Signature of Traveler
Signature may be an original, copy, or electronic signature (e.g. '/s/ John Doe')
Please do not include two fiscal years on one claim



Thomas L. White, Jr., CPA State Comptroller

Alabama Department of Finance Office of the State Comptroller - RSA Union 100 North Union Street, Suite 220 Montgomery, Alabama 36104 Telephone: 334-242-7050

Fax: 334-242-2440

tom.white@comptroller.alabama.gov

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this message be advised that dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender by return e-mail and destroy all versions - electronic, paper or otherwise. This e-mail account is the property of the State of Alabama and is intended solely for use in State business.