

# State of Alabama



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

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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**

Electronically Signed	Name
01/16/2015 ✓	S/ Johnny M Johnson ✓

Traveler: Johnny M Johnson

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*State Comptroller*

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