

State of Alabama



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

TO: Accounting Contacts

DATE: February 29, 2016

SUBJECT: Updated Travel Payroll Calendar

Forward to all employees who are affected by in-state travel processing deadlines. Travel/payroll calendar was updated in early January and posted on our web site effective first deadline in February at:

http://comptroller.alabama.gov/pages/pay_pers_officer.aspx

The following forms are in Excel format:

2016 Travel/Payroll Deadline Calendar (rvsd 1/2016)

This calendar has important agency processing deadlines and dates for in-state travel paid on payroll.

Sincerely,

Tom White