



STATE OF ALABAMA  
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Office of the State Comptroller

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Deputy State Comptroller

**MEMORANDUM**

**TO:** Chief Fiscal Officers

**FROM:** Thomas L. White, Jr.  
State Comptroller 

**DATE:** June 27, 2012

**RE:** IMPORTANT CHANGE – In-State and Out-of-State Travel Statements and Supporting Documentation

**SIGNATURES**

We no longer require an original signature of the traveler on in-state and out-of-state travel statements. The traveler's signature as well as the approval signature may be an original, copy or electronic signature.

**COPIES**

All TRAVEL payment voucher supporting documentation including in-state and out-of-state travel statements and any additional required backup submitted with the voucher can be copies. We are no longer requiring the original documentation for these items. Copies can be facsimiles, pdfs or any scanned image of the required documentation.

Each state agency is responsible for implementing appropriate policies and procedures and internal controls to manage this process and prevent duplicate payments. This policy change is effective immediately.

The Fiscal Policies and Procedures manual and all related travel forms will be updated as soon as possible. Until that time, the old forms may be used.

If you have any questions or need additional assistance, please contact Ms. Jeanne Kennedy at 334-242-7061 or Ms. Kathleen Baxter at 334-242-4857.

TLWjr/dt

CC: All Agency Heads