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Clinton Carter  
State Finance Director

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**MEMORANDUM**

**TO:** All Agency and Department Heads

**FROM:** Clinton Carter, State Finance Director 

**RE:** Interim Guidance for Authorization/Reimbursement of Travel Expenses

This week, Governor Ivey signed into law Act 2018-203 which shifts responsibility to agency heads to review and approve their employees' anticipated travel expenses before departure and to *certify* that the expenses are *necessary* for conducting official business in service of the state. This certification and approval by the agency head must be in writing before the employee's departure. The Comptroller may not reimburse state employee travel that is not authorized by the agency head before departure.

Act 2018-203 further provides for the State Finance Director to promulgate rules and regulations to assist agency heads in determining whether travel should be authorized and will be reimbursable. The Department of Finance anticipates releasing updated travel policies in June 2018 for implementation beginning on July 1, 2018. Until such time as final rules are promulgated by the Finance Director, all current travel policies and procedures will remain in full effect and practice. Current travel policies and procedures can be found at the Out-of-State Travel website ([oos.alabama.gov](http://oos.alabama.gov)) and in the [Fiscal Policies and Procedures Manual](#) ("FPPM"), Chapter 6, paragraph 6-5. Travel requests should continue to be submitted via the automated system at [oos.alabama.gov](http://oos.alabama.gov). Travel requests that cannot be submitted through the automated system should be submitted to the agency head using the manual out-of-state travel preapproval form, then attached to the traveler's reimbursement packet.

Agency heads should be aware that the Comptroller cannot legally reimburse employees for travel expenses that are not "necessary." For guidance on what constitutes a necessary expense, please consult [oos.alabama.gov](http://oos.alabama.gov) and the FPPM. If you need additional guidance, please contact the Comptroller's Accounts Payable hotline at (334) 242-4444 and ask for the out-of-state travel liaison.