



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2620  
Telephone (334) 242-7050 Fax (334) 242-7466  
www.comptroller.alabama.gov



Kay Ivey  
Governor


Clinton Carter  
Finance Director

Kathleen D. Baxter, PhD, CGFM, CPM  
State Comptroller

Michael G. Hudson, CGFM  
Deputy Comptroller

**MEMORANDUM**

TO: Agency Accounting Contacts

FROM: Kathleen D Baxter   
State Comptroller

DATE: May 4, 2018

RE: Instate Travel Document Deadlines

This memo is to serve as a reminder of instate travel deadlines. The Instate Travel Calendar can be found on the Comptroller website under "Online Forms" in the Payroll section. Instate Travel documents processing through GHRS must be submitted to our office by 3:30pm on the dates notated on this calendar. Our office processes 5,000+ instate travel documents each pay period, so it is very important that travel documents are submitted in a timely manner. There has been a trend of agencies waiting until the last day to submit a majority of their travel documents. This causes problems for our office to get instate travel documents audited and approved by GHRS deadlines, as well as causing delays in processing general payment documents.

Please be aware of the following deadlines and requirements in order for our office to handle the large volume of instate travel documents each pay period:

- Submit all travel documents to our office as they are ready. Please do not hold.
- Early submission allows more time to clear up green slips and/or cash problems.
- Submission deadline is 3:30pm on the specified date notated on the Payroll Travel Calendar.

Should you have any questions concerning this directive, please call the Accounts Payable Hotline at 334-242-4444.

KDB/lrb