



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

Kelly Butler
Acting Director of Finance

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

Michael G. Hudson, CGFM
Deputy State Comptroller

MEMORANDUM

TO: Chief Fiscal Officers
Kelly Butler, Acting Director of Finance
Kathie Lynch, Auditor's Office
Othni Lathram, Legislative Services Agency
Matt Richards, Examiners of Public Accounts
Doryan Carlton, Executive Budget Office

FROM: Kathleen D. Baxter
State Comptroller

A handwritten signature in black ink, appearing to be 'KDB', written over the printed name of Kathleen D. Baxter.

DATE: October 4, 2018

SUBJECT: Object code changes for Travel, Effective for FY 19

The following object categories are redefined:

0300 Travel, In-State - Captures the cost of in-state travel and per diem for persons traveling in the service of the State. In-state travel includes overnight and non-overnight, contract travel, professional services contract travel as well as allowance/reimbursement for actual in-state travel.

0400 Travel, Out-of-State - Captures the cost of out-of-state travel expenses for persons traveling in the service of the State.

The following objects have been added for FY 19:

0321 Lodging – Actual Expenses – Lodging costs for in-state travel by individuals authorized by law to receive actual expense reimbursements for official travel. Hotel parking and hotel business services are included as lodging. Receipts are required for all lodging costs.

0322 Meals – Actual Expenses (CONUS Rates) – Cost of meals for in-state travel by individuals authorized by law to receive actual reimbursements at actual costs or CONUS rates for official travel. CONUS per diem rates can be found on www.gsa.gov.

0323 Rental Car Expenses - Cost of rental cars for in-state travel by individuals authorized by law to receive actual expense reimbursements for official travel. Includes gas purchases.

0329 Other Transportation Expense (taxi, rideshare company, etc.) - Other travel transportation costs for In-State travel such as taxi and rideshare companies.

0421 Lodging – Actual Expenses - Reimbursement of actual costs incurred for lodging for persons traveling out-of-state overnight on state business. Hotel parking and hotel business services are included as lodging. Receipts are required for all lodging costs.

0422 Meals – Actual Expenses (CONUS Rates) - Reimbursement of actual cost of meals for out-of-state travel or CONUS rates for official travel. CONUS per diem rates can be found on www.gsa.gov.

0423 Rental Car Expenses - Cost of rental cars for out-of-state travel, including gas purchases.

0424 Airline, Baggage, Airport Parking Expenses – All air travel costs to and from out-of-state destinations. Includes checked baggage fees charged by airlines in addition to ticket fees. Includes parking fees at airports.

0429 Other Transportation Expense (taxi, rideshare company, etc.) – Other out-of-state travel transportation charges not covered elsewhere such as a bus, train, taxi, rideshare, and subway.

The following objects remain in FY 19 but their use should be discontinued as soon as practical:

- 0302 Commercial Transportation – transition to using 0323 and 0329
- 0341 In State Travel – Actual Expense – transition to using 0321 and 0322
- 0402 Commercial Transportation – transition to using 0423, 0424, and 0429
- 0403 Subsistence & Lodging – Overnight – transition to using 0421 and 0422

The following objects are discontinued in FY 19:

- 0311 Employee Travel Interfund Reimbursement
- 0390 STAARS Contract Conversion
- 0411 Employee Travel Interfund Reimbursement
- 0490 STAARS Contracts Conversion

Transactions coded to the upcoming 13th period should continue to use the old codes in effect for FY 18. Questions concerning these changes should be directed to the Accounts Payable hotline at 334-242-4444 or emailed to travel@comptroller.alabama.gov.

cc: All Comptroller Supervisors