



STATE OF ALABAMA
 Department of Finance
 Office of the State Comptroller

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Kay Ivey
 Governor

Kelly Butler
 Finance Director

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

Michael G. Hudson, CGFM
 Deputy State Comptroller

To: Agency Travel Liaison

From: Kathleen D. Baxter
 State Comptroller 

Date: October 24, 2019

Subject: Agency Director Travel Delegate

Effective July 2018, the travel policies referenced in Section 36-7-21 Code of Alabama, 1975 as amended, shifted the approval for actual and necessary travel for persons traveling in service of the State, except for agency directors, from the Governor's Office to the agency director. The agency directors are expected to exercise good judgment and sound fiscal policy when approving travel. While the approval process is ultimately the responsibility of the agency director, they may delegate this authority to others as necessary. To delegate this approval authority, the agency director must provide written authorization to the Comptroller's Office on agency letterhead in the format listed below.

Questions regarding the approval process or acceptable authorizations should be directed to Lindsay Bryant at lindsay.bryant@comptroller.alabama.gov in the Accounts Payable Section.

I, John Smith, as Director/Commissioner of State of Alabama Agency
 (Agency Director) (State Agency)

hereby authorize the following persons to approve travel in accordance with Section 36-7-21 Code of Alabama, 1975 as amended:

<u>Name of Delegate</u>	<u>Signature of Director made by Delegate</u>
<u>Jane Doe</u>	<u><i>John Smith</i></u>
<u>Sam Jones</u>	<u><i>John Smith</i></u>

This delegation is effective as of October 2, 2019

John Smith
 Signature of Director