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Bill Poole
Finance Director

MEMORANDUM

TO: Executive Branch Agencies
FROM: Bill Poole, Director of Finance **BP**
DATE: December 19, 2025
RE: System of Record for Travel

The State of Alabama Department of Finance State Comptroller's Office manages the Statewide Card Services Program. This program manages both the Travel Card and the Payment Card (PCard) systems. The Travel Card Program currently uses the Concur Travel System in conjunction with the travel card to request, book and expense employee related actual expense travel. As of this year, 109 state agencies are using the Concur Travel System and over 4,000 travelers are using the card system in lieu of having to incur personal expense for flights, rental cars and hotels that would require reimbursement. More than 80% of the state's actual expense travel events are processed through Concur Travel.

Due to the success of this program, we are now implementing the Concur Travel System to be the system of record for actual expense travel. The Comptroller's Office is dedicated to providing the training and instruction needed to help employees as well as agency travel administrators, navigate and input information into the state's travel system. Training is provided using live, recorded, and webinar style training to ensure that multiple learning styles are available.

If your agency is not using Concur or in the process of implementing, please email concur@comptroller.alabama.gov to schedule a meeting to discuss what an implementation plan will look like for your agency. We look forward to working with everyone to continue the successful implementation of this system.