

AOC  
Out-of-State Travel Guidelines

Please review the revised guidelines for out-of-state travel. All travel beginning on or after October 1, 2014, will be processed using these new guidelines.

- Out-of-State travel requests require an approval letter from the ADC and the Chief Justice and must be attached to travel claim when submitting.
- Each travel claim must be fully completed and signed.
- Itemized receipt is required for hotel. Rate for hotel (before tax) should not exceed \$200/night. Additional consideration will be given to certain city markets (Pre-approval from the ADC must be obtained for this.). Officials and employees attending conferences should stay at conference hotel, unless the preference is a less expensive alternative. Alternative cannot incur excessive in-town travel costs. Official/Employee will not be paid the difference between the cost of the host hotel and a less expensive alternative.
- Meal reimbursements over \$10 should include an itemized receipt. Alcohol will not be reimbursed. Meal limitations are subject to a single day meal cap that includes tips based on geographic location (see meal limitation caps below). Attach copy of agenda/schedule of conference/training and highlight meal times provided. Only request reimbursement for meals that are not provided.

**Example:** The traveler will not be reimbursed for meals provided during the agenda just because the choice was made not to participate or to eat elsewhere.

Travelers will be allowed to purchase meals as they see fit during the day with no limitations on purchase time or place. Actual amount spent, including tips, should be reported for each meal. If the traveler departs prior to the breakfast and lunch times listed below or returns after the dinner time listed below, the traveler may claim the meal, as long as they are not within the area of their base or home city.

The time constraints are as follows:

Breakfast - If the traveler departs before 6:00 a.m., they may claim reimbursement for breakfast.

Lunch - If the traveler departs before 11:00 a.m., they may claim reimbursement for lunch.

Dinner - If the traveler returns after 7:00 p.m., they may claim reimbursement for dinner.

- Receipts are required for all other expenditures in which the traveler is asking for reimbursement (registration, parking, airport baggage handling, taxi, etc.) Hotel parking and hotel business services will now be included in lodging on the travel claim.

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- **The AOC Out-of-State Travel Automatic Correction Agreement** – available online at [www.alacourt.gov](http://www.alacourt.gov), under Quick Links, eforms, Finance. The traveler may choose to print and sign this agreement to send with each out-of-state travel form submitted. This agreement allows the AOC to make minor clerical changes to forms without having to return them to traveler for corrections.
  
- **If an itemized receipt is not available** - a letter or email must be attached indicating what was purchased, the amount (including tax and tip), the location, and date. The letter must state that no alcohol or tip/tax for alcohol is included in this amount and that the individual paid for this meal (Example: I paid with cash). If the amount of this meal exceeds cap for the day, the full amount of the meal should be shown; however, it should indicate that only the cap amount is being claimed (and indicate said amount). Attach any credit card or payment receipts.
  
- **Meal Limitation Caps** - These amounts will be determined by the federal rate chart available online at [www.comptroller.alabama.gov](http://www.comptroller.alabama.gov). Go to “online forms” under “reports and forms”. Click the “<https://oos.alabama.gov/>” link under “out of state travel & information”. Next, click on the “information about travel” tab at the bottom of the page. Go to the first tab under “meal rates”. This must be attached to the travel claim when submitting.