

AOC  
Out-of-State Travel Guidelines

Please review the revised guidelines for AOC out-of-state travel. All travel beginning on or after July 1, 2018 will be processed using these new guidelines. All changes are covered in the memo <https://comptroller.alabama.gov/wp-content/uploads/sites/15/2018/06/2018-06-20-Guidance-for-New-Travel-Policies-Effective-July-1-2018.pdf> that was issued by the State Finance Director on June 20, 2018.

- Out-of-State travel requests require an approval letter from the ADC and the Chief Justice. The approval letter must be attached to the travel claim when submitting.
- Each travel claim must be fully completed and signed.
- An agenda for the attended event will need to be included with the claim. Travelers can participate in social events or outings that are included on the event agenda and for which the costs of the events are included in the registration fees.
- For all claims where personal car mileage is claimed, a detailed printout of directions and total mileage traveled will need to be attached. GOOGLE Maps is generally preferred.
- Itemized receipts are required for hotel stays. Rates for the 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.
- Travelers will receive the daily Continental United States (CONUS) rate for meals and incidental expenses (M&IE) in accordance with federal per diem amounts. CONUS will be prorated to 75% of the locations amount for “travel days”.
  - Daily CONUS rates will vary per city. Please visit <https://www.gsa.gov/travel/plan-book/per-diem-rates> to find the CONUS rate for your city of travel. A printout of your city’s CONUS rates should be attached to your claim.
  - Incidental expenses (i.e. tips related to transit, lodging and meals) are covered with a \$5 per day rate (Included in the Conus Rate).
- Receipts are required for all other expenditures in which the traveler is asking for reimbursement (registration, parking, airport baggage handling, taxi, etc.)
- **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.