

State of Alabama Unified Judicial System Form AOC-3 Rev. 1/2016	<h1>ADMINISTRATIVE PROCEDURES</h1>	Section: FIS -2 Year: 2001
SUBJECT/TITLE: Procedures for In-State Travel ISSUED BY: Finance Division		Date: <u>October 2001</u>
<p>I) <u>Purpose</u></p> <p>A) To establish procedures for proper authorization and documentation for UJS employees and officials traveling within the State of Alabama on official state business.</p> <p>B) To establish procedures by which the UJS employees and officials can be reimbursed for travel expenses incurred while traveling within the State of Alabama on official state business.</p> <p>II) <u>Background</u></p> <p>The financial officer is charged with the responsibility of developing uniform procedures for all financial operations of the Administrative Office of Courts. This procedure provides the needed guidelines for authorization, documentation, and reimbursement of travel for all employees and officials traveling within the State of Alabama on official state business.</p> <p>III) <u>Travel Expense Regulations</u></p> <p>A) Travel away from your "official station" (defined as your place of work) resulting in an overnight stay must be at a distance of 100 miles or more from the official station. However, your official station should not be used when you are leaving from a location (i.e., your home, etc.) closer to your destination than the official station. <i>(Special Note: Overnight trips of less than 100 miles for two or more nights may be permitted based on special circumstances and should be brought to the attention of the authorizing official. Justification of overnight per diem (2 or more nights) of less than 100 miles should be in writing based on the judgment of authorizing official that returning home would hinder job performance or place an employee in an unsafe situation. Authorizing documentation should be attached to the UJS travel voucher.)</i></p> <p>B) For travel that does not require an overnight stay, travelers will be paid a meal allowance of \$11.25 for a trip of six to twelve hours in duration and \$30.00 for a trip over twelve hours. For overnight stays, travelers will be paid a per diem of \$75.00 for each day away from base. Individuals traveling within the immediate vicinity (city of base or home) will not be eligible for any meal allowances or per diem.</p> <p>C) Employees and officials based outside the City of Montgomery may be paid \$.54 per mile when traveling on official business in a privately owned vehicle if such mode of travel is authorized by a person to whom such authority has been delegated.</p> <p>D) Court officials/employees and AOC staff attending judicial college functions will be provided specialized claim forms for each function. <u>Judicial college staff will provide assistance in the completion of these claims. review claims for accuracy, and transmit them with required accompanying documentation and any special instructions to the Expense Accounting Section/Finance Division for processing.</u></p> <p>IV) <u>Procedures</u></p>		

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<p>A) <i>{AOC ONLY}</i> <u>Prior to traveling</u>, obtain and complete form number, AOC-27 (Rev. 2/2012 Notification of Itinerary (Attachment 1). Please indicate on this form the source of funds for your trip. (Examples include, CRO funds, JPO funds, grant funds.) Each division should retain a supply of these forms. <i>(Please destroy all previous revisions.)</i></p> <p>B) <i>{AOC ONLY}</i> Have your immediate supervisor/director approve your trip <u>prior</u> to traveling by signing the Notification of Itinerary and Approval of In-State Travel (Form AOC-27).</p> <p>C) <i>{AOC ONLY}</i> Obtain an AOC vehicle or state motor pool car if necessary (See Procedures for Obtaining a State Motor Pool Car under Section FIS-3.). (Special Note: An approved itinerary is required <u>prior</u> to any trip,)</p> <p>D) Upon return from your trip, complete form number D.F.C. 6 (Rev. 1/2016), Statement of Official Travel (Attachment 2) based on established procedures (see instructions-attachment #3), and attach all necessary documentation. AOC employees will attach the approved form AOC-27. Please indicate on D.F.C.6 the source of funds for your trip.</p> <p>E) Submit originals to the Finance Division/Expense Accounting Section for processing.</p> <p>F) <i>{AOC ONLY}</i> Mileage may be claimed on a personal vehicle used for official business if the State Motor Pool provides a "non availability statement". This statement should be attached to your travel claim form along with the approved itinerary form. Original documents are required.</p> <p>G) Reimbursement for Miscellaneous Expenses</p> <p>Any miscellaneous expenses relating to your trip, such as registration fees, parking fees, fares, etc. should be claimed on D.F.C. 6 (Rev. 1/2016). A copy of the receipt where payment was made for parking, fares, etc. should be attached. <u>No claims for reimbursement of registration fees can be processed for payment without the receipt or cancelled check attached to the travel expense form.</u> If claiming a miscellaneous expense which does not include travel expenses, please send a memorandum requesting reimbursement to the attention of the AOC Finance Director. An original receipt for the expense is required.</p> <p>H) The State Comptroller recommends travel expense claims be <u>submitted once per month</u>. File expense claims with the Finance Division/Expense Accounting Section on or around the 1st of each month for the previous month's travel.</p> <p style="text-align: center;"><i>Mailing Address: Administrative Office of Courts Finance Division/Expense Accounting Section Attention: Travel Claims 300 Dexter Avenue Montgomery, AL 36104</i></p>		

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<u>Attachments:</u> Attachment # 1 Notification of Itinerary AOC-27 (Rev. 2/2012) (<i>AOC Employees Only</i>) Attachment # 2 Statement of Official Travel D.F.C. 6 (Rev. 1/2016) (<i>Please destroy all previous revisions.</i>) Attachment # 3 Instruction SheeUHelpful Hints		
Administrative Director of Courts _____		Distribution: UJS Court Officials/Employees and AOC Staff Date _____
Revised 1/2016		