

## **AOC In-State-Actual Travel Guidelines**

Please review the revised guidelines for in-state travel for reimbursement of actual expenses. All travel beginning on or after October 1, 2013, will be processed using these new guidelines. This must be pre-approved by the Chief Justice.

- 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.
- Meal reimbursements over \$10 should include an itemized receipt. If the itemized receipt is not available, you may substitute a credit card receipt or payment receipt and attach it to a completed “Missing Meal Receipt Form” in order to be reimbursed. Alcohol will not be reimbursed. Reimbursement for breakfast, lunch, and dinner cost 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 “meal expense rates by city” under additional forms and information. This must be attached to your travel claim when submitting.
- Receipts are required for all other expenditures in which you are asking for reimbursement. (parking, baggage handling, taxi, etc.)