

## STATE OF ALABAMA

### Statement of Official Out of State Travel

Department/Agency	Code Number	Division	Funds
Name of Traveler	Last 4 Digits of SSN	Official Station or Base	
eMap Address of Traveler (including street, city, state, and zip code)		Purpose of Travel	

<p>The mileage and subsistence expense indicated in this expense account has been previously authorized and has been checked for compliance.</p> <p>APPROVED:</p> <p style="text-align: center; border-top: 1px solid black; margin-top: 20px;">Departmental Authority</p>	<p>I Hereby Certify That the Within Account in the Amount of <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span> is correct, due, and unpaid.</p> <p style="text-align: center; border-top: 1px solid black; margin-top: 20px;">Signature of Payee</p>
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#### RECAPITULATION OF EXPENSES

Travel Expenses	Amount	Emergency and Necessary Expenses Incurred in Connection with Travel	Amount
Mileage, private car 0401		Total other expenses such as postage, misc. parking, tolls, conference registration, etc.	
Commercial Fare, Baggage, Airport Parking 0424			
Rental Car Expense (including gas) 0423			
Transit Expense (Taxi, UBER, etc.) 0429			
Meals/CONUS 0422			
Lodging Expenses 0421			
SUBTOTAL TRAVEL EXPENSES		GRAND TOTAL TRAVEL EXPENSES	

#### ITEMIZED STATEMENT OF NECESSARY TRAVELING EXPENSES INCURRED FOR PERIOD

TO

Date mm/dd/yy	Points of Travel		Hour of Depart/ Return	Private Car Miles	Commercial Fare, Baggage, Airport Park	Rental Car Expense	Transit Expenses	SUBSISTENCE			Total Meals	Lodging Expenses	Necessary Expense & Conference Registration	
	From City/State	To City/State						Breakfast	Lunch	Supper			Detail	Amount
<b>TOTALS</b>														