STATE OF ALABAMA

Statement of Official In-State Travel for Reimbursement of Actual Expenses

| Department/Agency | : | c | Code Number | | | | Division | | | | Funds | | |
|--|---|-----------------|-------------|----------------|------------------------|----------------------------|---|--|-----------------------------------|------------------------------------|----------------------------------|--|-----------------------|
| Name of Traveler | <u> </u> | | | Social | Social Security Number | iber | | | 1 | Official St | Official Station or Base | | |
| Audress of Travels | Address of Traveler (including street, city, state, and zip code) | ate, and zip co | de) | | | l Heret | I Hereby Certify That | Purpose of Trav That the Within Account in the Amount of | Purpo count in the | Purpose of Travel the Amount of | | | : |
| I ha mileage and subsistence expense indicated in this expense account has been previously authorized and has been chacked for compliance. | ndicated in this expense a | ccount has bee | an previous | y authorized : | and has | is come | ect due and un Attendance o | paid. The au of Conference | thority to rece for National (| rive actual ex Organization | opense are bar in which State | is correct due and unpaid. The authority to receive actual expense are based on the following: Attendance of Conference for National Organization in which State is a dues paying member. | ing: } member |
| APPROVED: | | | | | | | Other: | | Name of Na | Name of National Organization | ization | | |
| | | | | | | | ı | [| | Sigr | Signature of Payee | o | |
| Departmental Authority | al Authority | | | | | Swom to a | Swom to and subscribed before me this | before me th | | day of _ | | ļ | |
| | | 1 | | RECAPITU | LATION O | RECAPITULATION OF EXPENSES | S | | | | Tables I Colle | | |
| Travel Expenses | | | | Amount | | Emergenc | Emergency and Necessary Expenses Incurred in Connection with Travel | ary Expenses | Incurred in C | onnection wi | th Travel | Amount | ıt |
| Commercial Transportation (incl rental car/gas) 0300-02 Mileage, private car 0300-01 Meals and bodging 0300-41 | ar/gas) 0300-02 | | : | | | Total other handling, t | Total other expenses such as postage, fax, telephone, parking, baggage, handling, tolls, conference registration, etc | ch as postage ce registration | , fax, telepho , etc | ne, parking, | baggage, | | |
| SUBTOTAL TRAVEL EXPENSES | | | | | | GRAND | GRAND TOTAL TRAVEL EXPENSES | VEL EXPENS | ES | | | | |
| Date Date Date Date Depart Depart | CESSARY TRAVELING EXPENS Points of Travel | Hour of Depart/ | Private | Commercial | Amount | (0 | TO | | Totai | ddin | Total Meals | Necessary Expense & Conference Registration | pense & gistration |
| mm/dd/yy From City/State | City/State | | Car Miles | Fare Type | | Breakfast | Lunch | Supper | Meais | (g) | & Lodging | Detail | Amount |
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| TOTALS | | _ | | | | | | | | | | _ | |