

State of Alabama Unified Judicial Systems Form AOC-27 Rev.2/12	NOTIFICATION OF ITINERARY APPROVAL OF IN-STATE TRAVEL AND AUTHORIZATION OF OVERNIGHT PER DIEM	Date
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This form is to be used for routine travel within the state of Alabama by all AOC personnel and must be attached to the Statement of Official Travel (Form D.F.C.6). Approval must be obtained prior to travel.

Traveler' Name _____
Date(s) of Trip _____
Purpose of Trip _____

Authorization of Overnight Per Diem (less than 100 miles/two or more nights)_____*

Day/Date	From	To

*Individuals traveling less than 100 miles are **not** authorized overnight per diem for a two-day trip (one night). Overnight trips of less than 100 miles for two or more nights **are permitted** based on special circumstances and should be brought to the attention of the employee's supervisor. Justification of overnight per diem for trips of **less than 100 miles for two or more nights** should be in writing based on the judgment of the employee's supervisor that returning home each night would hinder job performance or place an employee in an unsafe situation.

The above named employee is hereby authorized overnight per diem for two or more nights based on the following circumstances: _____

Employee's Signature

Supervisor's Signature

Date

Date

Administrative Director of Courts

Date