

**Annual Statewide
Out of State
Travel Training**

**Satellite Conference and Live Webcast
Wednesday, September 13, 2017
1:00 – 4:00 p.m. Central Time**

Produced by the Alabama Department of Public Health
Distance Learning and Telehealth Division

Faculty

**Chandra Lewis
Out of State Travel Liaison
Bureau of Financial Services
Alabama Department of Public Health**



**When Can I
Submit Travel
Requests?**




**AS SOON AS
YOU KNOW!!**

In order to comply with the Governor's
Submission guidelines, travel requests must be
received by Chandra, as follows:

MANUAL | 1 – 2 months in advance

**AUTOMATED | No less than 2 – 3 weeks in
advance**



Glossary



A LITTLE BIT
ABOUT
me...

Out of State Travel

ADPH Travel Liaison

Point of Contact between
ADPH & the Governor's Office.
Office | 206 – 2082
Cell | 430 – 7667
Chandra.Lewis@ADPH.State.AL.US

Out of State Travel

Amendment

An updated or altered travel request that replaces a previously approved request; and must be manually audited, approved again, and physically signed by the governor's office.

Out of State Travel

Automated

A travel request that does not have extenuating circumstances and can be considered 'routine'. The final approval page will automatically bear the governor's signature.

Out of State Travel

Auto-After

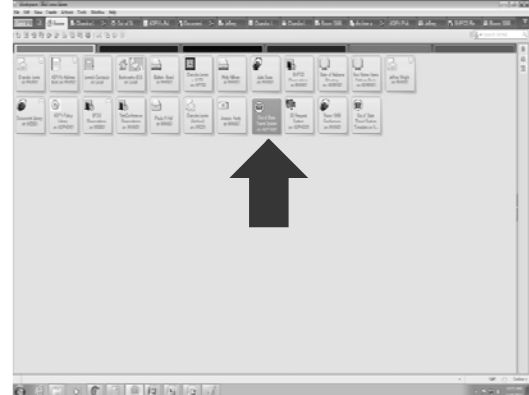
A 'routine' travel request that is approved after a departure and without the governor's signature; requiring further audit, and must bear a physical signature by the governor's office.

Out of State Travel

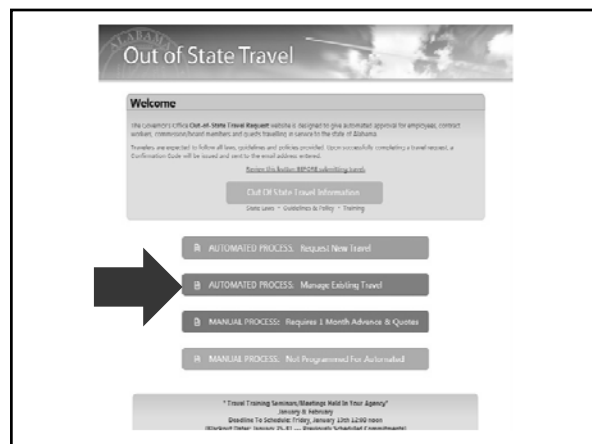
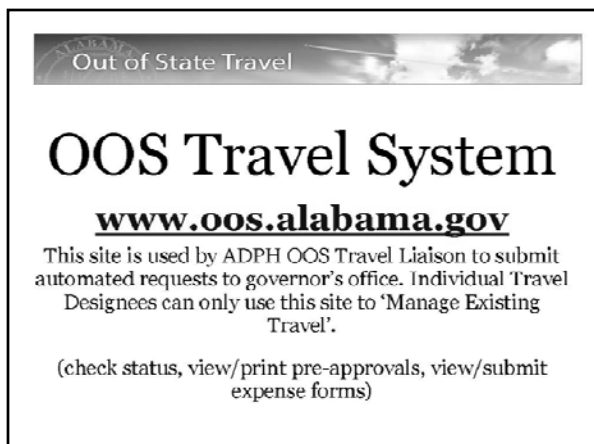
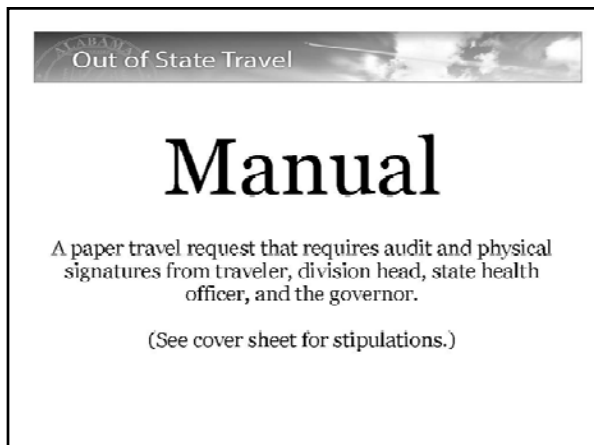
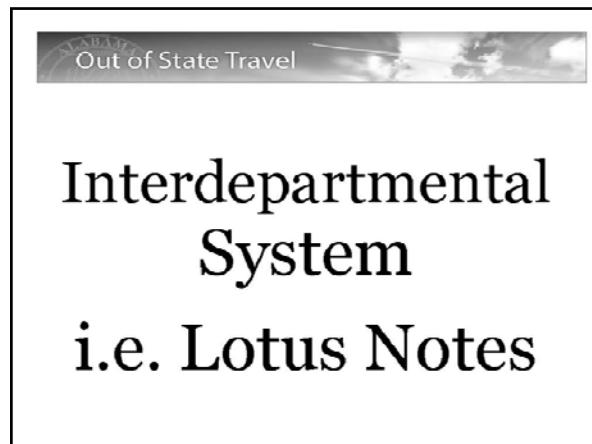
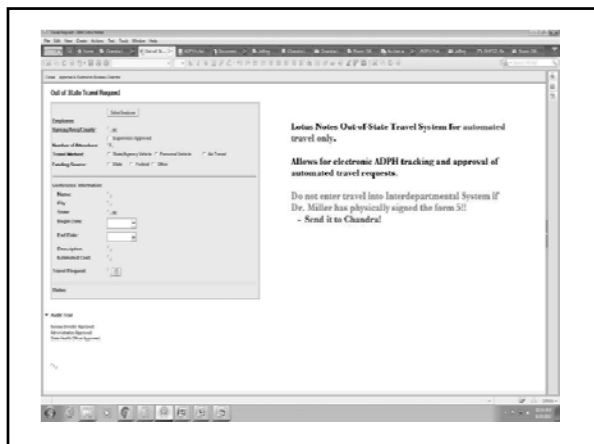
Cancel

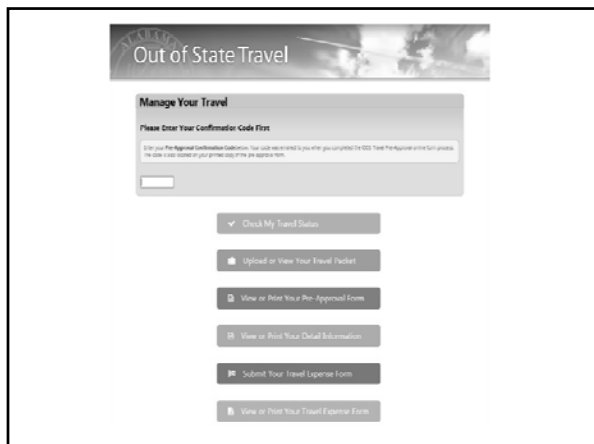
This keyword, along with the designated travel code, is used to cancel a submitted travel request if necessary. (i.e. amendment, manual not automated and vice versa, traveler does not travel, etc.)

Send an email with **Keyword and Travel Code** to **Chandra**.



The screenshot shows a software interface with a grid of icons. A large black arrow points to the 'Cancel' icon in the grid.





Out of State Travel

Reset

This keyword, along with the designated travel code, is used to reset a finalized expense report in the oos travel system if a mistake has been made.
Send an email with Keyword and Travel Code to Chandra.

Out of State Travel

Return

A travel request rejected by the governor's office for any cause.

Out of State Travel

Travel Code

Unique 8-character alpha/numeric identifier for completed, automated travel requests. It is used for the OOS Travel system, Resets, Cancels, etc.
(Manual requests will not have this code and must complete a manual expense report)



Out of State Travel

Travel Designee

Bureau-Specific point of contact responsible for preparing travel requests, entering them into the Interdepartmental System, and/or processing reimbursement and expense forms.

Out of State Travel

NEW

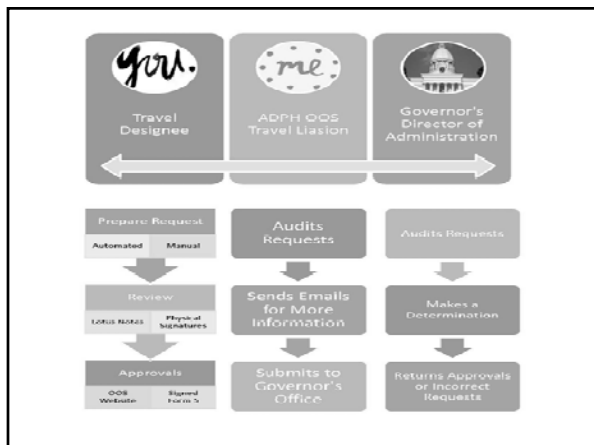
Release

This keyword, along with the designated travel code, is used to advise the governor's office that a locked travel request is ready to submit expenses.

Send an email with Keyword and Travel Code to Chandra.

Out of State Travel

The Travel Process



Out of State Travel

Helpful Hints

*** Please Refer to Handouts**

REVISED FY 17 - DO NOT USE THIS FORM!!

TRAVELER: _____

RESEARCHER: _____

TRAVEL SITUATIONS AUTOMATED SYSTEM CANNOT BE USED
MANUAL FORM REQUIRED

ACCEPTABLE CIRCUMSTANCES

- Out of the Country, Hawaii & Alaska
- Travel is 8 days or longer
- Transportation: Rental Car
- Rental Car/Train
- Two Different Cities, Airports, Airlines, Hotels
- Ex One Way, Round Trip
- Ex One Way, Round Trip to Another State
- Ex One Way, Round Trip
- Ex One Way, Round Trip

MANUAL REQUESTS

- Flight
- Hotel
- Land
- Train
- Transportation
- Other

Why: _____

THIS FORM MUST ACCOMPANY THE TRAVEL REQUEST TO WHICH IT APPLIES

VOID

MANUAL CHECKLIST # 1

MANUAL REQUESTS

- Requires 1 Month Advance Submission**
at RAM@VT.VT.gov or ram@vt.gov
- Requires Plane Tickets with Quotes Only**
- Requires Multiple VALID Documentation**
- All Questions Should Be Asked & Resolved PRIOR to Travel Arrangements Finalized**

It is the responsibility of each traveler and their agency director to review & know the laws, prohibitions & policies as it relates to out of state travel. Any partial or complete expense is covered without prior approval of the Governor's Office will become the personal responsibility of the traveler.

PLEASE CHECK ALL the boxes below that apply and attach this form to request.

PERSONAL TIME

- Out of Country Travel: Alaska, Hawaii, Puerto Rico, US Island Territories
- First Class, Business Select Class Airline Tickets
- Rental of Personal Vehicle (Different from Government Fleet & Upgrade)
- Flight Non Availability
- Application to Book Airfare & Expenses from Destination City/Region
- REVENUE TO Destination Over 8 Hours Away**
- Class SECT Apply to Two - State Employee/Contractor or Work, Assignee and
- Depart From And/Or Return To Destinations Outside All Base
- Application to Apply to Working Assignee
- Travel Medical Request Other Than, Allstate or Valid
- Lodging (Private/Casual, Group Rental, Airbnb, etc.)
- Any Unusual Circumstances

8/23/17 (P17)

MANUAL CHECKLIST # 2

MANUAL REQUESTS

Travel Itineraries (for ALL DEPARTMENTS) NOT FINANCED TO CURRENTLY BEING MAY BE SUBMITTED ANYTIME. NO TIME RESTRICTIONS.

Please check ALL the boxes below that apply and attach this form to request.

Admin

Not a valid AT&T State Address (May Require Vendor File Correction)

State Outside of Alabama (Example: Louisiana, Colorado, New Mexico, Florida, etc., Also Check into Alabama (Example: Coast Spenders, Total Warranties, etc.)

Rate

Flight 14 days up to 31 nights/14 days (More than 14 Days = Weekly)

Destination

Both Destination (May Add To AT&T If More Than 2 Going to Same City)

Depart to Destination (Over 8 Hours long)

(This applies to Two - State Employee Car pooling on Work Assignments)

For More Information on Rates Refer to Home (Print AT&T E. Monthly in State Inland/Out State Inland/Out of State Not Returning to Base in Alabama)

Vehicle

Rental Car (Quote of Reservation Required)

Use of Personal Vehicle from Home or in

Mark Up for Capital and Gift Tax on Error & Passenger

(ONLY Applicable to TL use Depending Personal Vehicle Mileage Reimbursement)

Notes

Airline Ticket Over \$500 (Including Travel Agency Service Fee)

2 Separate Separate Locations for Department/Local & Return

Airline Change Flight Ticket (Valid Ticket Fee, Valid Credit)

(Documentation Includes Original Flight Info)

Airline Includes Personal Item (SUNGLASSES, SEAT BELT, Valid Documentation)

Flight Delay/Cancel Overnight Stay (Weather, Mechanical, Technical)

Book One Night Prior to Request. May Use a Personal Change With No Request of Additional Expenses)

Flight to State - Extra To 2 State Employees Code Not Assigned To City

Flight to Work - Drive One Way

Flight to Home - Return Home (EX. ALL: Affiliates Primarily State Authority)

Executive Bag Fees (FOR RETURN: Requires Additional Information)

Travel

Executive In-Town Travel (Over \$150 (FOR RETURN with Documentation)

Other

Federal Vehicle for Special Events - (Hotel, Lodging, Transport)

Purchase Multiple Meals through Catering

(Requires Instructions Prior Depart & Upon Return, Valid Documentation)

Only for multiple travelers

Traveler's Name _____

Supervisor's Bureau of Work _____

Method of Travel

Flying _____ ticket cost \$ _____

Drive _____

Personal State/Agency Vehicle

Funding Source

State Federal Other _____

Conference Information

Name _____

City _____ State _____

Begin Date _____ End Date _____

Number of Travelers _____

(No more than _____ unless special permission has been granted by the state health officer)

Additional Traveler Information

Name _____ Bureau _____

Name _____ Bureau _____

Name _____ Bureau _____

Name _____ Bureau _____

APPROVED 10/17/11

Out of State Travel

The Travel Packet

*** Please Refer to Handouts**

Out of State Travel

What's wrong with my travel request?

(i.e. Why Did I get this Back?)

Out of State Travel

Major Mistakes

- Baggage Fees
- Airport Parking
- Business Services
- Final Itineraries vs. Quotes (Different Flights)
- Flights NOT Adhering to Standard Business
- Tips (20% cap)
- Finalizing Expense Reports
- Personal Time & Comparison Quotes
- Flying from ATL (including Mileage)
- Supervisors not reviewing and auditing requests
- Previous Year's Forms Used
- Submission Deadlines
- Hotel Rates & Resort Fees
- Business Participation
- State Health Officer Signature & Lotus Notes

Out of State Travel

Prepaid Travel

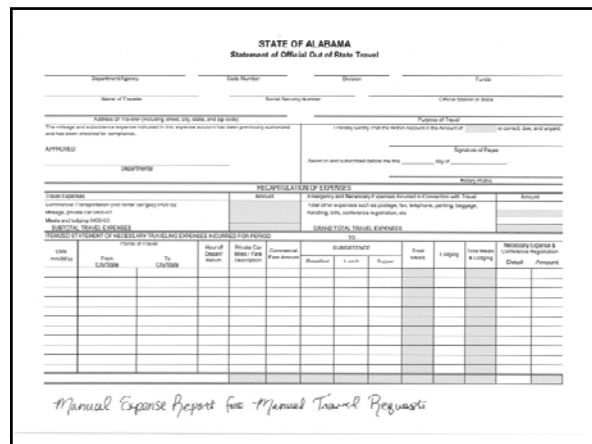
*** Please Refer to Handouts**



Out of State Travel

Reimbursements

*** Please Refer to Handouts**



STATE OF ALABAMA
Statement of Official Out of State Travel

Department/Agency: _____ State Number: _____ Division: _____ Fund: _____

Name of Traveler: _____ Social Security Number: _____ Official Station in State: _____

Address of Traveler (including street, city, state, and zip code): _____ Purpose of Travel: _____

Has lodging and subsistence expenses been paid in the regular account of the state government authorized and have been accounted for separately? _____ Traveling Party: (List the names of all persons in the household, and, if applicable, the names of all other persons traveling with you.) _____

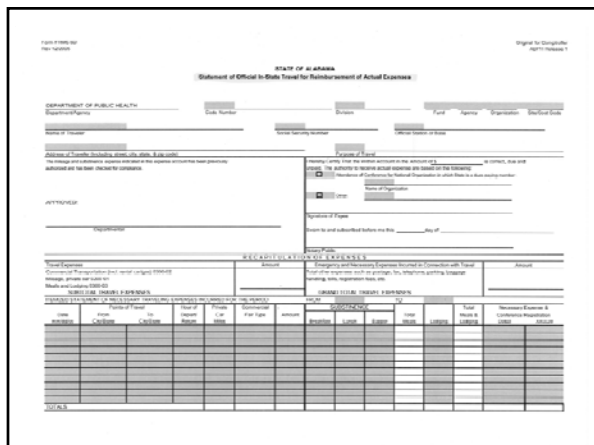
APPROVED: _____ Signature of Traveler: _____

DATE: _____ Date of next submission before the end of _____ day of _____

REIMBURSEMENT OF EXPENSES

Item	Amount	Category	Subcategory	Rate	Days	Rate	Amount	Percentage
Travel Expenses								
Subsistence Expenses								
Other Expenses								

Manual Expense Report for Manual Travel Requests



STATE OF ALABAMA
Statement of Official Out of State Travel for Reimbursement of Actual Expenses

Department of Public Health: _____ State Number: _____ Division: _____ Fund: _____ Agency: _____ District: _____

Name of Traveler: _____ Social Security Number: _____ Official Station in State: _____

Address of Traveler (including street, city, state, and zip code): _____ Purpose of Travel: _____

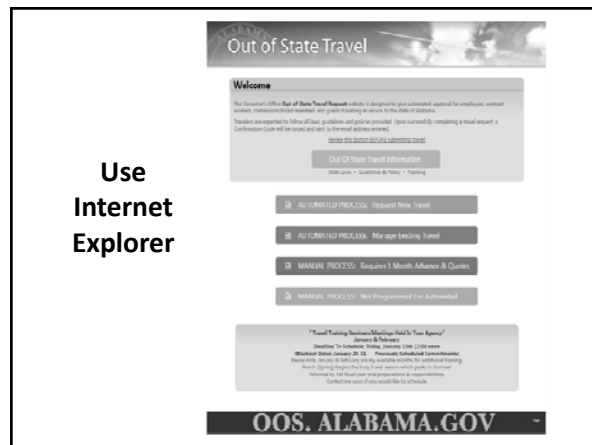
Has lodging and subsistence expenses been paid in the regular account of the state government authorized and have been accounted for separately? _____

APPROVED: _____ Signature of Traveler: _____

DATE: _____ Date of next submission before the end of _____ day of _____

REIMBURSEMENT OF EXPENSES

Item	Amount	Category	Subcategory	Rate	Days	Rate	Amount	Percentage
Travel Expenses								
Subsistence Expenses								
Other Expenses								



Out of State Travel

Welcome

The Governor's Office of Out of State Travel Reimbursement is pleased to provide you with the information you need to request reimbursement for your travel expenses. You are responsible for providing accurate information and supporting documentation for all travel requests. Please refer to the Out of State Travel Reimbursement Manual for more information.

[Click here to view the Out of State Travel Reimbursement Manual](#)

[Out of State Travel Information](#)

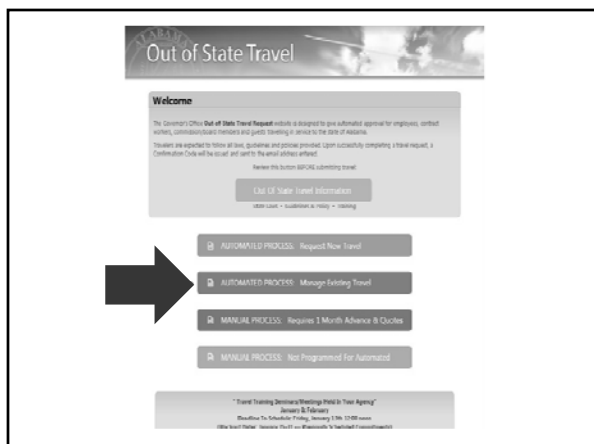
[Automated Process: Request New Travel](#)

[Automated Process: Manage Existing Travel](#)

[Manual Process: Request 1 Month Advance & Quiesc](#)

[Manual Process: Not Programmed For Automated](#)

OOS.ALABAMA.GOV



Out of State Travel

Welcome

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[Automated Process: Request New Travel](#)

[Automated Process: Manage Existing Travel](#)

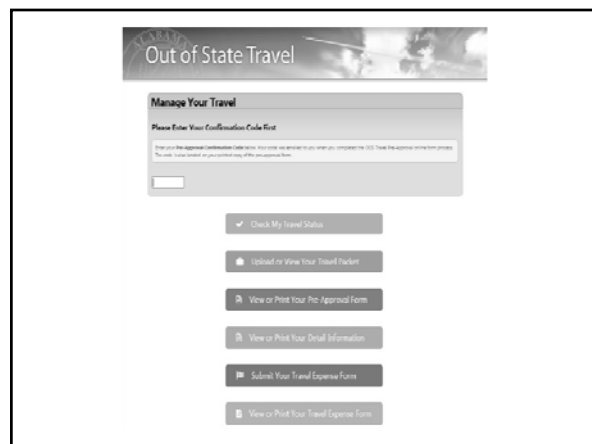
[Manual Process: Request 1 Month Advance & Quiesc](#)

[Manual Process: Not Programmed For Automated](#)

Travel Training Seminars/Meetings Held in Your Agency

Approved by: _____

Effective Date: _____



Out of State Travel

Manage Your Travel

Please Enter Your Confirmation Code First

Enter your Out of State Travel Reimbursement Confirmation Code from your next submission to our system. The Code that appears on your request.

[Check My Travel Status](#)

[Upload or View Your Travel Ticket](#)

[View or Print Your Pre-Approval Form](#)

[View or Print Your Detail Information](#)

[Submit Your Travel Expense Form](#)

[View or Print Your Travel Expense Form](#)

Out of State Travel

Manage Your Travel

Please Enter Your Confirmation Code First

Code is Case-Sensitive

Check My Travel Status

Upload or View Your Travel Packet

View or Print Your Pre-Approval Form

View or Print Your Detail Information

Submit Your Travel Expense Form

View or Print Your Travel Expense Form

Out of State Travel

Manage Your Travel

Please Enter Your Confirmation Code First

Check My Travel Status

Upload or View Your Travel Packet

View or Print Your Pre-Approval Form

View or Print Your Detail Information

Submit Your Travel Expense Form

View or Print Your Travel Expense Form

Out of State Travel Expense Report

Step 1: Travel Information

You will need the following information to file your report. If you have it, please click on the link to go to the next step.

NOTE: TRIP & TRAVEL EXPENSES ARE SUBJECT TO ANNUAL BUDGETING. IT IS NOT THE SAME AS A TRIP. PLEASE CONTACT YOUR BUDGET OFFICER FOR INSTRUCTIONS TO CORRECT. MEMBERSHIP FROM THE GOVERNOR'S OFFICE HAS THE AUTHORITY TO MAKE THE TRIP AND IT IS NOT A TRIP. IT IS NOT A TRIP.

Department/Agency: **Governor's Office**

Origin: **Montgomery, AL**

Home of Traveler (as in AFAP): **Montgomery, AL**

Home Address of Traveler (as in AFAP): **1111 Alabama Capitol, Montgomery, AL 36104**

Official Station or Base: **Montgomery, AL**

Purpose of Travel: **Travel Training Seminar**

Start of Travel: **6/24/2015**

Previous Step

Cancel and Exit

Out of State Travel Expense Report

Step 2: Travel Expenses

Personalized Travel Details

DATE	FROM	TO	TIME	PERSONAL CAR MILES
6/24/2015	Montgomery, AL	Memphis, TN	12:00 PM	281
6/25/2015	Memphis, TN	Montgomery, AL	1:04 PM	281
6/26/2015	Montgomery, AL	Montgomery, AL		562 total miles

Departing and Returning Time Adjustments?

Actual Departing time on 6/24/2015: 12:00 PM

Actual Returning time on 6/26/2015: 1:04 PM

Traveling Message Adjustments?

Departing on 6/24/2015, Montgomery, AL to Memphis, TN: 281 miles

Returning on 6/26/2015, Memphis, TN to Montgomery, AL: 281 miles

562 total miles

Previous Step

Cancel and Exit

Out of State Travel Expense Report

Step 3: Meals & Lodging

Listed below is each day of your trip. Make any adjustments to the expenditure amounts for meals and lodging.

MEALS: May be entered in any amount and combination, just as it is not exceed the daily total.

LODGING: Hotel Parking (Business Services included in rate).

BEVERAGE TIPS: If applicable, standard is \$2.00 per large beverage. This must be indicated on your hotel bill or on any BEVERAGE TIPS. If applicable, standard is \$2.00 per day. This must be indicated on your hotel bill or on any BEVERAGE TIPS.

HOTEL PARKING TIPS: If applicable, standard is \$2.00 per parking charge on each travel day. This must be indicated on your hotel bill or on any BEVERAGE TIPS.

Date	Breakfast	Lunch	Dinner	Daily Total	Lodging
6/24/2015	11.00	16.00	34.00	61.00	204.00
6/25/2015	11.00	16.00	34.00	61.00	204.00
6/26/2015	11.00	16.00	34.00	61.00	0.00

Previous Step

Save Changes & Continue to Next Step

Cancel and Exit

Out of State Travel Expense Report

Step 4: Parking & Fees

Make adjustments to the expenditure amounts if needed.

	EXPENSE	ADJUSTED
Conference Fees:	\$0.00	0.00
Event Parking:	\$0.00	0.00
Airport Parking:	\$0.00	0.00
Toll Roads:	\$0.00	0.00

Previous Step

Save Changes & Continue to Next Step

Cancel and Exit

Out of State Travel Expense Report

Step 5: Finalize & Print

Click the "Preview" button below to preview your expense report. Please double-check all values on the document by clicking the "Finalize & Print" button which will final the expense report and open a PDF expense report document that you may print or save.

Preview

← Previous Step
Finalize & Print

✖ Cancel and Exit

Preview Function only works in IE*

STATE OF ALABAMA
 Statement of Official Out of State Travel

Public Health Department/Agency	Case Number	DATE RECEIVED	Funds
Cheryl L. Padden (Employee)		Director	Montgomery, AL
Name of Traveler	Address of Traveler (including street, city, state and zip code)	Home Telephone	Official Station or Base
15-911	1016 W. Gay Street, AL 36105		Montgomery, AL

The mileage and subsistence expenses indicated in this report are subject to the amount \$1,000.00 in excess, plus, and unpaid, unless otherwise indicated. All other expenses are subject to the amount \$1,000.00 in excess, plus, and unpaid, unless otherwise indicated.

Signature of Traveler

Travel Expenses	Amount	Emergency and Necessary Expenses Incurred in Connection with Travel	Amount
Continental transportation (post-mileage) 5400-02	\$1,000.00	Total other expenses such as postage, taxi, telephone, laundry, etc.	\$400.00
Mileage (mileage per 500-01)	\$100.00	Emergency expenses, etc.	\$100.00
Mileage and lodging 5400-03	\$100.00		
SUBTOTAL TRAVEL EXPENSES	\$1,100.00	GRAND TOTAL TRAVEL EXPENSES	\$1,600.00

Information Summary of Necessary Travel Expenses Incurred for Period												
Day	Date	Points of Travel		Hour of Departure	Private Car Allowed per Month	Continental Expense Amount	SUBSISTENCE			Total Meals	Total Lodging & Lodging	Necessary Expense & Conference Registration
		From City/State	To City/State				Break	Lunch	Dinner			
Mon	08/22/16	Montgomery, AL	MOBILE, AL	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Car Fuel
Tue	08/23/16	MOBILE, AL	MOBILE, AL	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
Wed	08/24/16	MOBILE, AL	MOBILE, AL	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
Thu	08/25/16	MOBILE, AL	MOBILE, AL	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
Fri	08/26/16	MOBILE, AL	MOBILE, AL	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
Sat	08/27/16	MOBILE, AL	MOBILE, AL	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
Sun	08/28/16	MOBILE, AL	MOBILE, AL	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
TOTAL												

Pre-Approved: T2AMZMH 08/23/16 4:10:43 AM

STATE OF ALABAMA
 Statement of Official Out of State Travel

Public Health Department/Agency	Case Number	DATE RECEIVED	Funds
Cheryl L. Padden (Employee)		Director	Montgomery, AL
Name of Traveler	Address of Traveler (including street, city, state and zip code)	Home Telephone	Official Station or Base
15-911	1016 W. Gay Street, AL 36105		Montgomery, AL

FINAL

The mileage and subsistence expenses indicated in this report are subject to the amount \$1,000.00 in excess, plus, and unpaid, unless otherwise indicated. All other expenses are subject to the amount \$1,000.00 in excess, plus, and unpaid, unless otherwise indicated.

Signature of Traveler

Travel Expenses	Amount	Emergency and Necessary Expenses Incurred in Connection with Travel	Amount
Continental transportation (post-mileage) 5400-02	\$0.00	Total other expenses such as postage, taxi, telephone, laundry, etc.	\$0.00
Mileage (mileage per 500-01)	\$0.00	Emergency expenses, etc.	\$0.00
Mileage and lodging 5400-03	\$0.00		
SUBTOTAL TRAVEL EXPENSES	\$0.00	GRAND TOTAL TRAVEL EXPENSES	\$0.00

Information Summary of Necessary Travel Expenses Incurred for Period												
Day	Date	Points of Travel		Hour of Departure	Private Car Allowed per Month	Continental Expense Amount	SUBSISTENCE			Total Meals	Total Lodging & Lodging	Necessary Expense & Conference Registration
		From City/State	To City/State				Break	Lunch	Dinner			
Mon	08/22/16	Montgomery, AL	Nashville, TN	11:00 PM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Car Fuel
Tue	08/23/16	Nashville, TN	Nashville, TN	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
Wed	08/24/16	Nashville, TN	Nashville, TN	08:00 AM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
Thu	08/25/16	Nashville, TN	Montgomery, AL	08:31 PM	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Hotel Parking
TOTAL												

Pre-Approved: T2AMZMH 08/23/16 02:15 PM
Print: T2AMZMH 08/23/16 2:28:11 PM

STATE OF ALABAMA
 Out of State Travel

Any
 Questions
 ?