

810-1-1-.05 Regulations for the Control of Funds Advanced to Pay Travel Expenses. Pursuant to the authority vested in the Commissioner of Revenue by Act No. 394, Regular Session of the Legislature 1967; the following rule with respect to advance payment of travel expense of employees of the Department of Revenue on out-of-state travel is hereby adopted.

(a) The term "reimbursable expense" as used herein shall mean these expenses which are authorized to be reimbursed under the provisions of Sections 36-7-20/22 1984 Cum. Suppl., Code of Alabama 1975)

(b) The term "period of travel" as used herein shall mean the period beginning with the date an employee leaves for travel and ending with the date the employee returns from travel.

(c) Whenever an employee of the Department of Revenue is required pursuant to his employment to travel outside the State of Alabama, the officer of the Department directing such travel shall estimate the reimbursable expense thereof and shall recommend to the Commissioner of Revenue in writing the amount of money to be advanced to such traveler in payment of travel expense not to exceed four thousand dollars (\$4,000) for any one period of travel, nor shall the expenses so prepaid exceed twenty thousand dollars (\$20, 000) in the aggregate for all travelers at any time.

(d) The Commissioner of Revenue, or such other officer of the Department of Revenue as the Commissioner shall designate to act for him, on receipt of a written recommendation of advance payment of travel expense as provided in subparagraph (c) hereof, shall in writing approve, amend or disapprove such payment. The amount of advance, if approved as recommended or as amended by the Commissioner, shall include the following statement:

STATEMENT

I, the undersigned, hereby swear (or affirm) that amounts represented on the attached voucher are required by me as prepayment for travel expenses as entitled under Sections 36-7-20/22, 1984 Cum. Suppl., Code of Alabama, 1975.

Sworn to and subscribed before me

this ___ day of _____, 19__

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(e) The request shall be vouchered in accordance with normal rules of voucher procedures. The completed voucher shall be transmitted to the Comptroller for a warrant to be drawn on the order of the traveler on funds set aside in the State Treasury for prepayment of travel expense.

(f) At the close of each expense period, the traveler may submit a claim for reimbursable expense in the customary form.

(g) At the close of each period of travel, the traveler shall submit a final claim for reimbursable expense in the customary form and, within a period of not greater than 10 calendar days after the end of the period of travel, the traveler shall remit to the prepaid travel fund the total amount of such prepayment advanced to him. Such reimbursement shall be made to the designated cashier of the Revenue Department, together with a statement of amount advanced and period of travel. The cashier shall receipt the reimbursement and deposit the same with the State Treasurer to the credit of the prepayment of travel fund.

(h) There shall be established with the Comptroller, the State Treasurer and the Department of Revenue a special fund account for prepayment of travel fund which shall at all times reflect the total amount of advanced travel expense outstanding. Records of the Department of Revenue will also reflect the individual amounts unaccounted for in the hands of travelers.

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Authority: Section 40-2A-7(a)(5) and 40-2-9, Code of Alabama 1975
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