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-

(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__

_____________________________
NOTARY PUBLIC

(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.

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