

# In-State Travel Per Diem

Complete Appendix FF for In-State Per Diem Travel. In-State Per Diem is a State of Alabama flat-rate allowance to cover cost as described below.

The following rules and regulations govern in-state travel for claiming per diem:

1. A traveler shall be paid a meal allowance of \$12.75 for a trip of six to twelve hours' duration.
2. A traveler shall be paid \$34.00 (\$12.75 meal allowance + \$21.25, 1/4 of the per diem allowance) for a trip that exceeds twelve hours' duration but does not require an overnight stay.
3. A traveler shall be paid \$85 per day for travel requiring one overnight stay. For travel requiring stays of two or more nights, the traveler will be paid \$100 per day.
4. The hour of departure from base and the hour of return to base shall be reported by the employee for each trip.
5. Reimbursement at the same rate utilized by the federal government will be made to employees traveling by private car at state expense.
6. Where, for travelers' personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical route.
7. Under no circumstance will per diem be allowed for an employee at his official station or base. The base includes the city limits in which the base is located.
8. For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. If travel involves more than one city, the route taken should be indicated and the mileage between each destination should be indicated, (ex: Montgomery - Tuscaloosa - Birmingham - Montgomery). All vicinity mileage should be recorded as such, and major points of travel should be listed. Reimbursement at the current state-mandated rate per mile will be made to employees traveling by private car at state expense.
9. Where the payment of cash is necessary for miscellaneous expenditures, receipts where practicable to obtain them will be required as follows:
  1. Operating expenses of state-owned automobiles, such as gasoline, and oil. Receipts must be itemized less federal tax.
  2. Repairs or expenses of state-owned automobiles. The receipt is to be itemized.
  3. Postage in excess of \$1.00
  4. Shipments, freight or express, or drayage.
  5. Stenographic or typewriting services in excess of \$1.00 (authorized or approved by the college).
  6. Tolls for tunnels and bridges.
  7. Telegrams, cablegrams, fax messages. A copy of message required in lieu of receipt.
  8. Telephone message, long distance, where the amount involved is in excess of \$1.00, a receipt will be required, except where a pay station is used at an automatic station and is so stated in the expense account.
  9. Miscellaneous emergency expenditures.
  10. Railroad and other transportation fares showing tax has been reduced.
  11. Registration fees.
10. Receipts will not be required for meals and lodgings.
11. Tips will not be reimbursed unless unusual in nature and explained.
12. Receipts and/or proof of payment are required to support the following expenses, except when the disclosure of the identity of the traveler would be detrimental to the State's interest:
  1. Registration fees - include itemized breakdown, if applicable.
  2. Operating expenses of state-owned vehicles, such as gasoline and oil, emergency repairs or expenses of these vehicles, such as punctures, parts, etc. Receipts for repairs must be itemized. The State tag number may also be referenced on the receipt.
  3. Travel related fees such as parking, toll and/or taxi fees with notation of "to" and "from".

4. Miscellaneous expenses. Receipts must be itemized, reasonable, approved by the department authority and be less than \$1,000.
13. Storing privately owned vehicles is a reimbursable item of expense when the traveler is on official business for the state. Receipts, when practicable to obtain, are required.
14. Travel expense statements should be submitted on a timely basis. Employees traveling on State-funded programs must properly report and submit statements within fifteen (15) days or on or before September 30, whichever is sooner. Employees traveling on federal-funded programs must properly report and submit statements within fifteen (15) days or on or before the end of the particular program.