

**PARTICIPATING ADDENDUM FOR
THE STATE OF ALABAMA**

NASPO ValuePoint

NASPO

PARTICIPATING ADDENDUM

TRAVEL MANAGEMENT SERVICES

Lead by the State of Oregon

ValuePoint

Master Agreement#: 7540

**contractor: CORPORATE TRAVEL MANAGEMENT NORTH AMERICA,
INC.**

Participating Entity: **STATE OF ALABAMA**

MASTER AGREEMENT TERMS AND CONDITIONS:

1. **Scope:** This Addendum covers the Travel Management Services led by the State of Oregon for use by state agencies and other entities located in the Participating State *[or State Entity]* authorized by that State's statutes to utilize State contracts with the prior approval of the State's Chief Procurement Official.
2. **Participation:** This NASPO ValuePoint Master Agreement may be used by the Department of Finance. The Department of Finance may provide services to other agencies through the Concur booking tool. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. **Primary Contacts:** The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Corporate Travel Management North America, Inc.
Address:	101 Edgewater Drive, Suite 110, Wakefield, MA 01880
Telephone:	888-781-5200
Fax:	781-496-2008
Email:	brandon.franke@travelctm.com

Participating Entity

Name:	Jaeri H. Ellis
Address:	100 N. Union St. Suite 192 Montgomery AL
Telephone:	(334) 242-7259
Fax:	(334) 242-4419
Email:	jaeri.ellis@purchasing.alabama.gov

4. PARTICIPATING ENTITY MODIFICATIONS OR ADDITIONS TO THE MASTER AGREEMENT

These modifications or additions apply only to actions and relationships within the Participating Entity.

Participating Entity must check one of the boxes below.



No changes to the terms and conditions of the Master Agreement are required.

The following changes are modifying or supplementing the Master Agreement terms and conditions. See Attachment "A"

5. **"Reserved".**
6. **Subcontractors:** All contactors, dealers, and resellers authorized in the State of Alabama, as shown on the dedicated Contractor (cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The contractor's dealer participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.
7. **Orders:** Any order placed by a Participating Entity or Purchasing Entity for a product and/or service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement unless the parties to the order agree in writing that another contract or agreement applies to such order.
8. **Lease Agreements:** "Reserved".
9. **Contracts or Requests for Service:** Any Contract or Request for Service Issued by an Authorized Purchaser for a Product and/or Service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement unless the parties to the Contract or Request for Service agree in writing that another contract or agreement applies to such Contract or Request for Service.

12. **Participating Addendum Integration:** This Addendum and the Master Agreement set forth the entire agreement between Contractor and Participating State with respect to the subject matter. There are no understandings, agreements, or representations, oral or written, not specified herein. Any attempt to modify or add or incorporate terms and conditions inconsistent with, and contrary to, the terms and conditions of this Addendum and the Master Agreement through a Contract or other document is null and void and hereby rejected. The terms and conditions of this Addendum and the Master Agreement shall prevail and govern in case of any attempted modifications or inconsistent terms.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

Participating Entity: ALABAMA	Contractor: Corporate Travel Management North America, Inc.
Signature: 	Signature: 
Name: Michael A. Jones	Name: Matthew Cummings
Title: Purchasing Director	Title: General Manager
Date: 7/11/18	Date: 7/12/18

[Additional signatures may be added if required by the Participating Entity]

For questions on executing a participating addendum, please contact:

NASPO ValuePoint

Cooperative Development Coordinator:	Tim Hav
Telephone:	503-428-5705
Email:	thav@naspovaluepoint.org

[Please email fully executed PDF copy of this document to

PA@naspovaluepoint.org

*to support documentation of participation and posting in
appropriate data bases.]*

ATTACHMENT A
PARTICIPATING ADDENDUM

For: The State of Alabama
Under the NASPO ValuePoint Master Agreement
TRAVEL MANAGEMENT SERVICES
NO. 7540

SPECIAL TERMS AND CONDITIONS

Purpose:

The State of Alabama desires to adjoin for Travel Management Service Number 7540.

Mandatory Source:

This contract is for use by the Department of Finance. All other state agency's use of this contract will only be through the online booking tool, Concur, together with any agent bookings needed to fulfill the Concur travel reservations. Vehicle rentals under this agreement shall utilize the pricing established in the State of Alabama master agreement number MA 999 1600000019, held by Enterprise Leasing Co South Central (copy provided).

Choice of Law, Venue, Remedies:

This contract will be governed by the laws of the State of Alabama. Should alternative dispute resolution be unsuccessful, the parties acknowledge and agree that the State of Alabama and its departments and agencies are immune from lawsuit for money damages under Article I, Section 14 of the Alabama Constitution of 1901. Further, the Contract vendor acknowledges and agrees that the sole remedy for money damages shall be the filing of a claim with the State Board of Adjustment. The parties consent to the jurisdiction of a state or federal court sitting in Montgomery, Alabama for resolution and disposition of any dispute for which the courts do have jurisdiction under either state or federal law.

Not to Constitute a Debt to the State:

The terms and commitments contained in this master agreement shall not constitute a debt to the State of Alabama, in the incurring of which is prohibited by Section 213 of the Office Recompilation of the Constitution of Alabama, 1901, as amended by Amendment No. 26.

Certification Pursuant to Act no. 2006-557:

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. The contractor is hereby certifying that they are in full compliance with Act no. 206-557, they are not barred from bidding or entering into a

contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

Foreign Corporation - Certificate of Authority:

Alabama Law provides that a foreign corporation (an out-of-state company/firm) may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State Section 10-2B-15.01, Code of Alabama 1975. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporations Division, (334) 242-5324.

Contract Length:

Section 41-16-27, Code of Alabama 1975 states that contracts for the purchase of personal property or contractual services other than personal services shall be let by competitive bid for periods not greater than five years. This agreement shall not exceed the original terms of the contract/agreement nor shall it exceed five (5) years whichever comes first.

Vendor Subscription:

Contract vendors must maintain a Vendor Self Service (VSS) profile and be actively subscribed and remain active with State Purchasing for the life of the contract. Subscriptions may be completed by following the "Pay Subscription Fee" link at <https://procurement.staars.alabama.gov> or follow the Vendor Self Service link at www.purchasing.alabama.gov.

Alabama Immigration Law:

Contract vendor must comply with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535) and as amended by Act 2012-491. See page 4 of Attachment A

Boycott:

In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

Disclosure Statement:

Section 41-16-82, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

Late Payments:

Penalty for agencies paying invoices late may not exceed the rate charged by State of Alabama Comptroller's Office. Service fees shall be invoiced at time of ticketing and/or reservation completion and charged to the procurement credit card provided to Contract Vendor by agencies for such purposes.

The sole remedy for money damages shall be the State Board of Adjustment. Sections 41-9-60 et seq., Code of Alabama 1975.

Non-appropriation of funds:

Continuation of any agreement between the State and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this bid and any resulting agreement. Non-availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the state as a result. The State will not incur liability beyond the payment of accrued agreement payment.

Proration:

Any provision of a contract resulting from this bid to the contrary notwithstanding, in the event of failure of the State to make payment hereunder as a result of partial unavailability, at the time such payment is due, of such sufficient revenues of the State to make such payment (proration of appropriated funds for the State having been declared by the governor pursuant to Section 41-4-90 of the Code of Alabama 1975), the contractor shall have the option, in addition to the other remedies of the contract, of renegotiating the contract (extending or changing payment terms or amounts) or terminating the contract.



STATE OF ALABAMA
 Department of Finance
 Division of Purchasing

100 North Union Street, Suite 192
 Montgomery, Alabama 36130-2620
 Telephone (334) 242-7250 Fax (334) 242-4419
 www.purchasing.alabama.gov



Kay Ivey
 Governor
 Clinton Carter
 Director of Finance

Michael A. Jones
 State Purchasing Director
 Jerry W. Young
 State Purchasing Deputy Director

Dear Vendor:

Your company has been identified as the recommended awardee for a procurement by the Division of Purchasing for the State of Alabama. The Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Act 2011-535) and as amended by Act 2012-491 affects this award. This law requires that as a condition for the award of any contract by the State to a business entity or employer that employs one or more employees, the business entity or employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. It further states that the business entity or employer who employs one or more employees within the State of Alabama shall provide documentation establishing that the business is enrolled in the E-Verify program. In order to comply with E-Verify requirement of Act 2011-535, if you employ persons within the State of Alabama, it is necessary that you provide a copy of your E-Verify MOU signed by both your company and the Department of Homeland Security. To enroll in the E-Verify program visit www.dhs.gov/e-verify. **The E-Verify MOU is required within 5 calendar days of this request.** E-Verify documentation should be identified with the bid number and buyer name. You may email the MOU to the buyer. The mailing address is: State of Alabama, Division of Purchasing, PO Box 302620 Montgomery, AL 36130-2620 The courier or hand delivery address is: State Of Alabama, Division of Purchasing 100 N. Union St. Suite 192, Montgomery Alabama 36104.

If your company does not employ persons within the State of Alabama, sign this letter and return to us within 5 calendar days by one of the means listed above. Failure to provide documentation within 5 calendar days of notification will result in the rejection of your bid. If you have questions, please contact us at (334) 242-7250.

Corporate Travel Management North America, Inc.

DOES NOT employ persons within the State of Alabama

(company name)

Matthew Cummings
 (signature)

Matthew Cummings
 (printed name)

General Manager
 (title)

7/2/18
 (date)



State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1976

ENTITY COMPLETING FORM
 Corporate Travel Management North America, Inc.
 ADDRESS
 16420 Park Ten Place Drive, Suite 455
 CITY, STATE, ZIP
 Houston, TX 77084
 TELEPHONE NUMBER
 281-315-3100
 STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS _____
 CITY, STATE, ZIP _____ TELEPHONE NUMBER _____

This form is provided with:

- Contract Proposal Request for Proposal Invitation to Bid Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
N/A		

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
N/A		

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
N/A		

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Matthew Jennings

 Signature

7/2/18

 Date

[Signature]

 Notary's Signature

7/2/18

 Date



KIMBERLY M. LOVE
 Notary Public
 Commonwealth of Massachusetts
 My Commission Expires
October 31, 2019

 Date Notary Expires

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.



**State of Alabama
Department of Finance
Division of Purchasing
Master Agreement
Modification**

CONTRACT INFORMATION	
MASTER AGREEMENT NUMBER: MA 999 16000000019	NOT TO EXCEED AMOUNT:
Begin Date: 12/11/2015	Procurement Folder: 13307
Expiration Date: 12/10/2018	Procurement Type: Master Agreement
Solicitation Number:	Replaces Award Document:
Award Date:	Replaced by Award Document:
Modification Date: 10/03/17	Version Number: 5

CONTACT INFORMATION		
REQUESTOR: Patrick Hemme 334-242-7173 Pat.Hemme@purchasing.alabama.gov	ISSUER: Patrick Hemme 334-242-7173 Pat.Hemme@purchasing.alabama.gov	BUYER: Patrick Hemme 334-242-7173 Pat.Hemme@purchasing.alabama.gov

CONTRACT DESCRIPTION
Vehicle Rental - T191R

Ship To:

Bill To:

REASON FOR MODIFICATION

VENDOR INFORMATION	
Name /Address:	Contact:
VC000004759: ENTERPRISE LEASING CO SOUTH CEN 100 CAPITAL COMMERCE BLYD SUITE 550 MONTGOMERY AL 36117	Parker Roberts 3345244893 Parker.H.roberts@ehi.com

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
1	0	DAY	\$38.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Compact Car, Daily * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
2	0	WK	\$228.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Compact Car, Weekly * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
3	0	DAY	\$39.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Intermediate car, Daily * Non Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
4	0	WK	\$234.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Intermediate Car, Weekly * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
5	0	DAY	\$41.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Full-Size Car, Daily * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
6	0	WK	\$246.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Full Size Car, Weekly * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
7	0	DAY	\$70.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Full-Size Luxury Car, Daily * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
8	0	WK	\$420.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Full-Size Luxury Car, Weekly * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
9	0	DAY	\$63.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Mid-Size SUV, Daily * Non-Airport Pickup Only.

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
10	0	WK	\$390.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Mid-Size SUV, Weekly * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
11	0	DAY	\$90.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Full-Size SUV, Daily * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
12	0	WK	\$90.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Full-Size SUV, Weekly * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
13	0	DAY	\$63.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Mini-Van, Daily * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
14	0	WK	\$390.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Mini-Van, Weekly * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
15	0	DAY	\$99.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, 15-Passenger Van, Daily * Non-Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
16	0	WK	\$394.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, 15-Passenger Van, Weekly * Non Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
17	0	DAY	\$30.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Cargo Van, Daily * Non Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
18	0	WK	\$300.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Cargo Van, Weekly * Non-Airport Pickup Only.

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
19	0	DAY	\$44.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Compact Car, Daily * Airport Pickup Only.								
20	0	WK	\$264.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Compact Car, Weekly * Airport Pickup Only.								
21	0	DAY	\$45.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Intermediate Car, Daily * Airport Pickup Only.								
22	0	WK	\$270.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Intermediate Car, Weekly * Airport Pickup Only.								
23	0	DAY	\$47.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Full-Size Car, Daily * Airport Pickup Only.								
24	0	WK	\$282.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Full-Size Car, Weekly * Airport Pickup Only.								
25	0	DAY	\$30.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Full-Size Luxury Car, Daily * Airport Pickup Only.								
26	0	WK	\$480.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Full-Size Luxury Car, Weekly * Airport Pickup Only.								
27	0	DAY	\$75.000000	\$0.00			\$0.00	\$0.00
97514000000 - DO NOT USE: Use 5-digit code. Vehicle Rental Vehicle Rental, Mid-Size SUV, Daily * Airport Pickup Only.								

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
28	0	WK	\$150.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Mid-Size SUV, Weekly * Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
29	0	DAY	\$104.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Full-Size SUV, Daily * Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
30	0	WK	\$624.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Full-Size SUV, Weekly * Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
31	0	DAY	\$73.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Mini-Van, Daily * Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
32	0	WK	\$450.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Mini-Van, Weekly * Airport pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
33	0	DAY	\$114.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, 15-Passenger Van, Daily * Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
34	0	WK	\$684.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, 15-Passenger Van, Weekly * Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
35	0	DAY	\$58.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Cargo Van, Daily * Airport Pickup Only.

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
36	0	WK	\$348.000000	\$0.00			\$0.00	\$0.00

9751400000 - DO NOT USE: Use 5-digit code.
 Vehicle Rental
 Vehicle Rental, Cargo Van, Weekly * Airport Pickup Only.

COMMODITY / SERVICE INFORMATION								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
37	0		\$0.000000	\$0.00			\$0.00	\$0.00
9833933 - FEES (NOT OTHERWISE CLASSIFIED) FEES (NOT OTHERWISE CLASSIFIED) Use this line to pay any Out of State fees and taxes added on to your contract rental price when renting a vehicle outside of Alabama. These include but are not limited to: Customer Facility Charge, Concession Fee Recovery, Vehicle Rental Tax and Sales Tax.								

All terms, conditions, and any amendments to solicitation are part of this contract as if fully reproduced herein.

Approved: 
 Purchasing Director

APPROVALS			
Date	Status Before	Status After	Approver

Final

F. PAYMENT FOR REIMBURSEMENT OF TRAVEL EXPENSES

This section details the policies and procedures for the pre-approval and reimbursement of travel expenses of persons traveling on official business for the state or any of its departments, institutions, boards, bureaus, commissions, councils, committees, or other like agencies. Travel approvals and reimbursements shall be on the basis of in-state per diem or actual and necessary incurred expenses for qualifying in-state travel and all out-of-state travel. Guidance for in-state per diem travel may be found in Section 1 below. Actual and necessary reimbursements are allowed only for out of state travel and qualifying in-state travel in keeping with the policies and procedures detailed below in Section 2.

1. IN-STATE PER DIEM TRAVEL

Employees who travel in state should submit travel vouchers to the department as soon as possible after travel concludes. Expenses should be itemized on an in-state travel Form FRMS-6. The expense form must be signed by the traveler by either original or acceptable electronic signature. If the signature is not legible, the traveler must print their name below the signature. The Comptroller's Office requires that the points of travel be shown for reimbursement of mileage. The points of travel must be notated as the city. In addition, the hour of departure from and the hour of return to base should be shown on the travel expense form, ONLY when the employee is away from base for six hours or more and is entitled to per diem. These times should be notated in the standard time format, not military time. For travel related expenses, your base is defined as a city or town. Emergency and necessary expenditures incurred in connection with travel require supporting documentation and should be held to a minimum. Any expenses not related to travel should be submitted on a General Reimbursement Form and not on a travel form that is processed through payroll.

a. Per Diem Allowance and Providing Meals with Public Funds

Alabama law gives authority to the Governor to fix the amount allowable to a person traveling in-state in service of the state at not less than \$75 per day. Code of Alabama § 36-7-20(a).

The current allowance for overnight per diem is \$85.00 or \$100.00 per day, depending on the length of the trip. For travel requiring one overnight stay, the traveler will be paid \$85.00 per day. For travel requiring stays of two or more nights, the traveler will be paid \$100.00 per day.

The term overnight, as used in Code of Alabama § 36-7-20, as amended, will be given its plain meaning. The common law meaning of night usually means the period between sunset and sunrise. "Overnight" means that a period of rest is needed to meet the demands of work while away from home. Employees within reasonable travel distance from their home or base are expected to return to their home or base. For travel related expenses, your base is defined as a city or town.

The per diem is not to be paid to an employee stationed at the same place in the State for a period in excess of two consecutive months. After two consecutive months, the per diem is reduced to \$75.00 per day (75% of daily rate for trips lasting two nights/three days or longer). The per diem includes all charges for meals, lodging, fees, and tips. Attorney General's Opinion issued September 8, 1952, vol. 68, p. 63.

Under no circumstances will an employee be paid an overnight travel allowance at the official station or base or primary residence. For travel related expenses, your base is defined as a city or town. If state business requires the traveler to be away from the base or official station on weekends or holidays, the traveler will be entitled to reimbursement for travel for those days.

If the individual's travel is interrupted for personal convenience or through the taking of leave, the travel allowance may not exceed the costs that would have been incurred for authorized uninterrupted travel.

This has been interpreted by the Attorney General as applying to mileage and per diem. AG Opinion 89-00371. The mileage claimed can only be the amount claimed had the traveler left and returned to their base.

No travel allowance shall be paid for a trip of less than six hours' duration. For travel that does not require an overnight stay, the traveler shall be paid a meal allowance of \$12.75 (15% of the regular per diem rate of \$85.00) for a trip of six to twelve hours' duration. For travel in excess of twelve hours' duration, the traveler shall be paid \$34.00, which represents one meal allowance and one-fourth of the per diem allowance.

No meal allowance will be paid if the traveler remains in the city where his/her home or base is located. For travel related expenses, your base is defined as a city or town.

The general rule is that the State may not purchase meals for state employees using public funds. However, there are limited exceptions to the general rule. The state may provide meals when an employee is required to attend training sessions, seminars, or other like group functions or when an employee is required to remain at their duty station to prepare for or respond to an emergency event. Code of Alabama 36-7-20(e); AG Opinion 2014-054. Public funds may also be used to pay for meals and refreshments served at a business meeting when the meeting lasts all day and the participants work through lunch. AG Opinion 2014-072. Food may be provided for shorter meetings when the employee would otherwise be entitled to a per diem allowance. AG Opinion 2014-072. If a meal is provided, the state employee may not claim a meal allowance and the cost of the meals and refreshments provided throughout the day may not exceed the amount allowable to an individual employee for in-state travel. AG Opinions 88-00340; 2001-168. For questions regarding when these specific, limited exceptions might apply, please contact the Department of Finance, Legal Division at (334) 242-4220.

b. Reimbursement for Mileage Expenses

Effective January 1, 2018, persons traveling on official business for the state or any of its departments, institutions, boards, bureaus, commissions, councils, committees, or other like agencies in privately owned vehicles shall receive \$.545 per mile in lieu of their actual expenses for transportation. Officers and employees of the state are entitled to mileage allowance from their base to destination and return or for miles actually traveled from home to destination and return, whichever is less. For travel-related expenses, your base is defined as a city or town.

Mileage is to be reported in whole miles, rounded to the nearest whole number. To calculate the amount to be reimbursed, all mileage listed on the in-state travel form must be totaled and then multiplied by the applicable rate. The reimbursement rate for mileage expenses is equal to the mileage rate allowed by the Internal Revenue Code for income tax deductions. Employees based in the city of Montgomery are required to use State Motor Pool vehicles rather than privately owned vehicles. Reimbursement for mileage will not be paid unless the employee has a "for cause" exemption approved by the Director of State Motor Pool or a certification from the State Motor Pool that no motor pool car was available for use. A copy of the applicable document should be submitted with the travel claim. An exception applies when the traveler will be away from his base a maximum of 50 miles (one-way). In this case, it is not necessary to obtain a State Motor Pool exemption.

An employee who is either called in after hours or required to work on scheduled off days, due to an emergency or other exceptional duty, is entitled to reimbursement for necessary mileage incurred in the performance of that duty. AG Opinion 81-00345. When this occurs, it should be notated on the travel form so that it is verified that only "allowable" commute miles are being claimed.

If the individual's travel is interrupted for personal convenience or through the taking of leave, the travel allowance may not exceed the costs that would have been incurred for authorized uninterrupted travel. This has been interpreted by the Attorney General as applying to mileage and per diem. AG Opinion 89-00371. The mileage claimed can only be the amount claimed had the traveler left and returned to their base.

Note: Any motor pool exemptions will need to be resubmitted and approved by the Director of State Motor Pool for the time frame of one fiscal year (October 1 - September 30), and should be limited in scope.

c. Required Receipts

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:

Registration fees - include itemized breakdown, if applicable.

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 and conform to the requirements of Purchasing (Section 8-5, B). The State tag number must also be referenced on the receipt.

Travel related fees such as parking, toll and/or taxi fees with notation of "to" and "from".

Miscellaneous expenses. Receipts must be itemized and conform to the requirements of Purchasing (Section 8-5, B).

d. Travel Document Corrections

1. Correct Travel Errors Before Payroll Pick Up

If an in-state travel document (GAXT1) has been finalized and it has been verified with the Comptroller's Office that Payroll has not captured the travel file yet, the document in STAARS can be edited to create a modified version of the original document. The necessary changes can be made to the document and resubmitted to the Comptroller's Office for processing. It is very important to contact the Accounts Payable section directly so the modified payment document can be processed with the same payroll file as the original, incorrect document.

2. Correct Travel Errors After Payroll Pick Up

- a. If a duplicate travel document was paid or if a traveler was overpaid for travel expense, a negative in-state travel document should be created in STAARS. This allows the overpayment to process through payroll to include any necessary tax effects that may be related.
- b. If an in-state travel document was finalized using an incorrect object code, the correction will need to be made on a new GAXT1 document. This allows the transaction to process through payroll to include any necessary tax effects that may be related.

2. TRAVEL QUALIFYING FOR ACTUAL AND NECESSARY EXPENSE REIMBURSEMENT - IN-STATE AND OUT-OF-STATE

a. General Guidance

The guiding principle behind the policies and procedures governing travel is to travel responsibly. The word "responsibly" means that the traveler exercises the same care in incurring expenses for travel in service of the state that a prudent person would exercise if traveling at personal expense.

Traveler Responsibility. An individual traveling in service of the state is responsible for 1) obtaining authorization and any required certifications from the head of his or her agency prior to traveling; 2) incurring only those costs that are reasonable and necessary for carrying out service to the state; and 3) seeking reimbursement for qualifying expenses in accordance with the procedures outlined below. A traveler must submit a request for reimbursement within ninety (90) days of the conclusion of travel.

Agency Head Responsibility. Agency heads are expected to exercise good judgment and sound fiscal policy when approving travel. The traveler's agency head must authorize, in writing, any travel for which a traveler intends to seek reimbursement from the state. The written authorization must contain the agency head's certification that the traveler's estimated reimbursable travel expenses have been reviewed and approved by the agency head as being necessary. Additionally, for in-state travel where actual expenses are authorized, the agency head must certify 1) that the person is traveling in service of the state for the purpose of attending or assisting in hosting a convention, conference, seminar, or other meeting of a state, regional or national organization; and 2) the State of Alabama or person traveling is a dues-paying member of the state, regional, or national organization and has documentation of membership on file.

Travel by agency heads will continue to require the Governor's approval prior to departure. Other persons will seek pre-approval from their agency head following the policies and procedures outlined below.

The Agency Head shall be responsible for recovering public funds paid to a traveler in the event 1) duplicate expenses are claimed and reimbursed; or 2) expenses are claimed as personal, but the State was billed directly. Should the Agency Head be unable to recover funds owed to the State, he or she shall immediately notify the Comptroller and the Attorney General so that appropriate legal action may be instituted to recover public funds owed under this chapter.

OOS Website. The out-of-state travel website (oos.alabama.gov) will be utilized for all travel pre-authorizations and reimbursement requests, with the exception of in-state per diem travel. Agency heads will use the website for pre-authorization of travel and for all certifications or justifications that might be required before and after official travel. Individuals must utilize the website for all travel pre-authorizations and post-travel reimbursement requests relating to reimbursement of actual and necessary expenses, whether for in-state or out of state travel events.

Deviations from Pre-Authorized Travel. There are situations beyond a traveler's control which may cause the amount of actual expenses to exceed the amount of pre-authorized travel expenses. For example, a flight may be delayed or canceled, requiring a traveler to return to base a day later than expected and causing the traveler to incur additional travel expenses, such as an extra night in a hotel. In order for such unforeseen expenses to be reimbursed, a traveler should provide receipts along with an explanation of the circumstances when submitting a request for reimbursement. Additionally, the agency head should certify the increased expense as necessary.

b. Guidance for In-State Travel for Actual and Necessary Reimbursement

In-state travel for reimbursement of actual and necessary expenses is authorized in § 36-7-21 Code of Alabama 1975, as amended, which states:

"Persons traveling in the service of the state or any of its departments, institutions, boards, bureaus, commissions, councils, committees or other agencies...within the State of Alabama for purposes of attending or assisting in hosting a convention, conference, seminar, or other meeting of a state, regional, or national organization of which the state or individual is a dues-paying member that is held within the state shall be allowed all of their actual and necessary expenses in addition to the actual expenses for

transportation. In-state travel authorized under this section is subject to the same documentation requirements as out-of-state travel."

The law was amended by Act 2018-203 which requires the head of the traveler's agency, not the Governor as under the previous law, to authorize any travel for which a traveler intends to seek reimbursement from the state before the traveler's departure. The traveler's agency head must also certify that the person is traveling in service of the state to 1) attend or assist in hosting a convention, conference, seminar, or other meeting of a state, regional, or national organization 2) of which the State or traveler is a dues-paying member and has documentation of membership on file.

c. Travel Authorization for In-State Actual and Out-of-State

Act 2018-203 amended Alabama Code § 36-7-21 to require agency heads to approve all travel for which a traveler intends to seek reimbursement from the state prior to the traveler's departure.

Travel by agency heads will continue to require the Governor's approval prior to departure. Other persons will seek pre-approval from their agency head following the policies and procedures outlined below.

For in-state travel to attend or assist hosting a national, regional, or state organization conference or similar function, in addition to the above requirements, an agency head must certify that the person is traveling in service of the state to 1) attend or assist in hosting a convention, conference, seminar, or other meeting of a state, regional, or national organization 2) of which the State or traveler is a dues-paying member and has documentation of membership on file.

Individuals traveling out-of-state in service of the state or in-state to attend or assist hosting a national, regional, or state conference will utilize the out-of-state travel website (oos.alabama.gov) to request agency head pre-authorization. Agency heads will utilize the website to review and approve travel requests and provide any required certifications.

Any existing travel exemptions (excluding motor pool exemptions) must be resubmitted and approved by the Finance Director for the time frame of one fiscal year (October 1 - September 30), and should be limited in scope.

d. Travel Expenses for In-State Actual and Out-of-State

Individuals traveling out-of-state in service of the state or in-state to attend or assist hosting a national, regional, or state conference will utilize the out-of-state travel website (oos.alabama.gov) to submit reimbursement requests. Requests for reimbursement should include all required forms, receipts, itineraries and other required documentation. The electronic request and reimbursement forms can be accessed at oos.alabama.gov. These forms, receipts, itinerary and any other attachments to the payment request should be audited by the employee's department before submission to the Comptroller's Office. Agency heads will utilize the website to review and approve travel requests and provide any required certifications.

Meals and Incidental Expenses. Individuals traveling under this section will receive a daily per diem for meals and incidental expenses (M&IE) based upon the location (city) of duty in an amount that corresponds with the U.S. General Services Administration M&IE per diem rates for the continental United States ("CONUS"). Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Per diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. A traveler will not be required to submit receipts for these items, nor will they be allowed to claim any extra expense related to them. A traveler will receive per diem, as outlined above, regardless of actual expenses.

Incidental expenses include tips and service charges related to lodging, baggage, and transportation.

On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days.

Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses.

Departure and Return. An individual traveling under this section will be allowed to depart home base one day before the event for which the individual is traveling begins and return to home base one day after the event concludes, regardless of the event start time or end time if it is determined by the agency head to be necessary. Agency heads are expected to exercise good judgment and sound fiscal policy when approving travel departure and return dates. The Comptroller's office may require written justification in cases where departure and return dates appear excessive.

Social Events & Activities. Individuals traveling under this section will be allowed to participate in social events or activities that are part of the event for which the individual is traveling (i.e. a conference sightseeing activity) so long as the cost of the social event or activity is included in the overall cost of the conference (i.e. registration fee). The State will not pay additional fees for a traveler to attend such events. Additionally, if the social event or activity requires additional time away from home base that would not occur but for the social event or activity, the travel pre-approval must include written justification from the agency head.

Baggage. For travel under this section, the state will reimburse baggage fees charged by commercial carriers based upon the duration of travel. For trips that last two nights/three days, the state will reimburse a traveler the actual cost for one checked bag. For trips that last three nights/four days to six nights/seven days, the state will reimburse a traveler the actual cost for two checked bags. For trips that last longer than seven days, the state will reimburse a traveler the actual cost for two checked bags plus the actual cost of laundry service.

A traveler will be required to submit receipts for the cost of checked baggage and laundry service, if applicable, to be reimbursed.

If a traveler is entitled to reimbursement for two checked bags (i.e. if a trip lasts three nights/four days or longer), but instead chooses to check one overweight bag, the state will reimburse the actual cost of the overweight fee provided that it does not exceed the cost of checking a second bag. Receipts for the cost of overweight baggage are required for reimbursement.

Tips for skycaps or baggage handlers are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

Transportation. The traveler is responsible for selecting the mode of transportation, preferably the least costly to the State, and obtaining approval from agency head. The traveler is entitled to reimbursement for actual and necessary expenses incurred based on the authorized mode of transportation. Below are policies and procedures regarding transportation. If a travel scenario exists that is not specifically addressed in the following policies and procedures, agency heads will use discretion in deciding whether to approve a mode of transportation considering the best interest of the state and sound fiscal judgment.

For short distance travel (i.e. less than 8 hours travel time via vehicle), the order of preference for mode of transportation is 1) an agency-owned vehicle; 2) state motor pool vehicle; and 3) the traveler's personal vehicle. Commercial airfare may be utilized for long distance trips. Personal vehicles may be utilized for long distance trips only if the mileage cost for the trip is less than the cost of a round-trip commercial airline ticket or motor pool costs to the travel destination.

An agency head may pre-approve up to \$150 for a traveler to utilize local transit such as taxi or subway service while at the travel location. A traveler must submit receipts for local transit in order to qualify for reimbursement. A traveler who spends more than \$150 on local transportation may be reimbursed for actual expenses in excess of \$150 by providing receipts and additional written justification for the local transit in excess of the pre-approved amount.

If a traveler has an agency-owned vehicle, a motor pool vehicle, or a personal vehicle at the travel site, the traveler may still be authorized by the agency head to utilize local transit during the travel provided that the use of local transit is work-related, reasonable and not excessive. For example, going to dinner while in travel status or to an off-site conference-sponsored event will qualify for reimbursement; going to a nightclub, bar, or sightseeing will not qualify for reimbursement. In cases that qualify for reimbursement, a traveler will be expected to provide an explanation for the expenditure, provide receipts, and will be reimbursed for actual expenses incurred. This is intended to provide flexibility to travelers who are working in a location where driving or parking is particularly difficult or onerous.

The State will reimburse reasonable parking fees. An agency head should only authorize self-parking unless valet parking is 1) the only option available; or 2) no more costly than self-parking; 3) medical, safety or other reasons justify paying for alternative parking options. If other than self-parking is authorized, the reimbursement should contain an explanation and justification for incurring a greater expense for parking.

Tips related to transportation (shuttle, UBER, taxi) are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

Mileage Expenses. Reimbursement for mileage expenses for persons traveling in privately owned vehicles is covered by Code of Alabama § 36-7-22, as amended. Effective January 1, 2018, the mileage reimbursement rate is \$.546 per mile. The approved electronic map with mileage calculation must be attached. Mileage reimbursement must be approved by the agency head on the Request for Out of State Travel. Employees who are authorized to travel in either a State or privately-owned vehicle shall be reimbursed for the amount of parking paid while on travel status. Attorney General's Opinion issued September 8, 1952.

Mileage is to be reported in whole miles. The total number of miles is to be calculated and then multiplied by the current mileage rate for the entire travel statement.

Lodging. A traveler should stay at the hotel that is hosting the conference or event for which travel occurred and obtain the government or conference lodging rate. A traveler may choose a less-expensive hotel provided that the choice of hotel will not substantially increase transportation costs. Incurring lodging costs that exceed the conference or government rate must be justified in writing and approved by the agency head prior to travel.

Tips for bellhop and maid services are included in per diem for M&IE and will not be reimbursed as a travel-related expense.

Annual Leave or Personal Time Before or After an Official Travel Event. Individuals traveling under this section may desire to take annual leave or personal time before or after official travel. In such cases, the State will reimburse a traveler for costs incurred as if the personal time were not included. For example, a traveler attends a conference in service of the state in Scottsdale, Arizona. The conference begins on Monday and concludes on Friday. The traveler desires to spend the weekend sightseeing in Scottsdale, and returns to Montgomery on Sunday. The State will reimburse the traveler the lesser of 1) actual costs of airfare; or 2) for the cost of a round-trip airline ticket as if the traveler departed on Sunday before the conference and returned to Montgomery on Saturday following the conference. The traveler will not be entitled to reimbursement for any expenses incurred following the official travel day. In the hypothetical involving travel to Scottsdale, the traveler would be entitled to reimbursement for lodging costs on Friday night, and partial per diem for Saturday (the official return travel day), but no other expenses would be reimbursed.

Receipts Required. Receipts will be required for the following expenditures, except where the disclosure of the identity of the traveler would be detrimental to the State's interest:

Commercial transportation (economy fare), vehicle rental (the State does not pay for rental insurance), and gasoline purchases.

Motel/ hotel lodging (single rate only).

Registration fees with itemized breakdown.

- Operating expenses of state-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized and conform to Purchasing requirements (Section 6-5, B).

Travel related fees such as parking, toll and/or taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event. Miscellaneous expenses must conform to Purchasing requirements (Section 6-5, B).

Completing and Assembling the Payment Request. The Comptroller's Office requires that the hour of departure from and the hour of return to base be shown on the itemized travel form for audit purposes. The approved travel request, pre-authorization, and any required receipts should be attached to requests for reimbursement. If the official travel is attendance at a conference or other planned event, attach a copy of the itinerary. All pre-approval travel requests should be submitted via oos.alabama.gov and reimbursement requests should utilize the form generated by OOS.