

ALABAMA WORKFORCE INVESTMENT SYSTEM

Office of Workforce Development
401 Adams Avenue
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Montgomery, Alabama 36103-5690

December 23, 2004

GOVERNOR'S WORKFORCE DEVELOPMENT DIRECTIVE NO. PY99-20, Change 7

SUBJECT: *Statewide WIA Fiscal Procedures Manual*

- Purpose.** This Directive transmits revised pages for the July, 2000 edition of the Governor's *Statewide WIA Fiscal Procedures Manual*.
- Discussion.** Effective January 1, 2005, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state increases to 40.5 cents per mile. A copy of the State Comptroller's memorandum is attached for reference. This change necessitates a revision to the *Statewide WIA Fiscal Procedures Manual* page VIII-5.
- Action.** Please replace the existing page VIII-5 in the *Statewide WIA Fiscal Procedures Manual* with the following revised page:

VIII-5 (Revised 12/04)
- Contact.** Any questions regarding this Directive should be referred to Bill Hornsby, Supervisor, Workforce Development Division, State Programs and Divisional Budget Management Section. (Telephone: (334) 242-5847 or Email: billh@adeca.state.al.us)



Steve Walkley, Division Director
Workforce Development Division

Attachments

\$66.66 per day for three-day trips (two nights)

\$75.00 per day for trips of four days or longer (three or more nights)

If the normal rate of the subrecipient is less than the above-stated per day rates and the WIA agreement states a lesser rate, the lesser rate approved shall be used.

Overnight trips of less than 100 miles for one night are not permitted. Overnight trips of less than 100 miles for two or more nights are permitted if, based on the judgement of the department director, returning home each night is unreasonable. Department directors must notify the Finance Director in writing justifying any overnight trips of less than 100 miles. Service providers must provide such requests to the Workforce Development Division Director in writing in order to secure approval. This will require time to achieve, so such requests should be made well in advance of planned travel. An exception for certain individuals may be granted in advance. See attached sample memorandum.

- (5) Effective April 1, 2003, the per diem is \$37.50 for each day after a person in travel status has been stationed at the same place for two consecutive months.**
- (6) Effective October 1, 1999, the mileage rate is the amount allowed by the Internal Revenue Code for income tax deductions. As of January 1, 2005, the rate allowed by the Internal Revenue Code for business mileage is 40.5 cents per mile. If the normal rate of a contractor is less than the allowable rate and the contract states a lesser rate, the lesser approved rate shall be used.**
- (7) Claims for travel expense must be documented by reports containing the destination, date and time of departure and return, and a computation of the amount of reimbursement. The reports must be signed and dated by both the traveler and the person authorizing the travel. Copies of the travel reports must accompany the invoices under which the travel expense is claimed.**

b. Out-of-State

Prior written approval from the Grantor is required for all out-of-state travel. Such approval must be requested by the subrecipient at least 10 days prior to the planned travel, by contacting the appropriate WIA agreement manager. Out-of-state travel expense for room and meals shall be reimbursed at actual costs, when such costs reflect reasonable rates. Room accommodations should be in the employee=s own name and any charges for missed reservations shall be considered a personal expense. Air travel is booked for tourist class. If first class is booked, proof of non-availability of tourist must be provided. A sample out-of state travel reimbursement form is provided as a guide (see Exhibit K). This form or a similar form should be used when requesting out-of-state travel reimbursement.

Receipts are required to be submitted with travel reimbursement claims to be maintained as support documentation for the Subrecipient=s Invoice Report for all transportation, meal, and hotel/motel lodging charges. These receipts must be from the establishment/transportation company. Copies of credit charges cannot be accepted as support documentation. The amounts paid as tips for food service, the transfer of baggage,

***Revised 12/04**



STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

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December 6, 2004

BOB RILEY
Governor

JAMES ALLEN MAIN
Director of Finance

ROBERT L. CHILDREE
State Comptroller

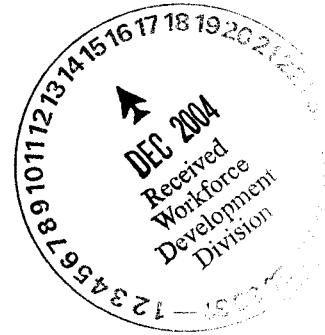
MEMORANDUM

TO: All State Agencies
Chief Fiscal Officers

FROM: Robert L. Childree
State Comptroller

RLC

SUBJECT: Travel – Mileage Rate



Effective January 1, 2005, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state will increase to 40.5 cents per mile. The mileage rate, which is paid in lieu of actual expenses for transportation, is in accordance with Act 99-362, which became effective October 1, 1999. This Act sets the mileage rate at the amount allowed by the Internal Revenue Code for income tax deductions. Therefore, mileage reimbursement for travel on or after January 1, 2005 will be calculated at the new rate of 40.5 cents per mile.

When calculating the amount to be reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 40.5 cents, with odd amounts rounded up to the nearest cent. (Example: 111 miles X .405 = \$44.955 = \$44.96). Should you have any questions concerning this matter, please contact Kathleen Baxter at (334) 242-4857, or Lisa Chadwick at (334) 242-7061.

RLC: mr