

**ALABAMA WORKFORCE INVESTMENT SYSTEM**

**Alabama Department of Commerce  
Workforce Development Division  
401 Adams Avenue  
Post Office 304103  
Montgomery, Alabama 36130-4103**

January 2, 2018

**GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2014-16, Change No. 04**

**SUBJECT:** *Statewide Workforce Innovation and Opportunity Act (WIOA)  
Fiscal Procedures Manual*

**1. Purpose.** This Directive transmits a revised page for the July 2016 edition of the Governor's *Statewide Workforce Innovation and Opportunity Act (WIOA) Fiscal Procedures Manual*.

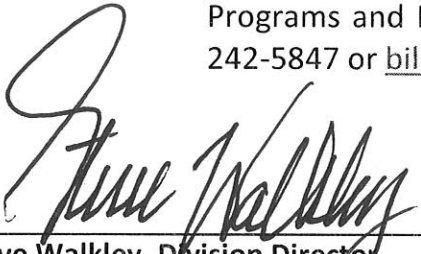
**2. Discussion.** Effective January 1, 2018, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state increases to 54.5 cents per mile. A copy of the State Comptroller's announcement is attached for reference. This change necessitates a revision to the *Statewide WIOA Fiscal Procedures Manual* Section VIII – Page 6 of 12.

**3. Action.** Please replace the existing page in the *Statewide Workforce Innovation and Opportunity Act (WIOA) Fiscal Procedures Manual* with the following revised page:

**VIII – Page 6 of 12**

**(Revised 01/18)**

**4. Contact.** Any questions regarding this Directive should be referred to Bill Hornsby, Supervisor, Workforce Development Division, State Programs and Divisional Budget Management Section at (334) 242-5847 or [bill.hornsby@commerce.alabama.gov](mailto:bill.hornsby@commerce.alabama.gov).

  
\_\_\_\_\_  
Steve Walkley, Division Director  
Commerce, Workforce Development Division

  
\_\_\_\_\_  
Date

**Attachments**

\*Revised 01/18

7. The mileage rate is the amount allowed by the Internal Revenue Code for income tax deductions. As of January 1, 2018, the rate allowed by the Internal Revenue Code for business mileage is 54.5 cents per mile. The traveler is entitled to a mileage allowance from their base to their destination and return for miles actually traveled or from home to destination and return, whichever is less. Mileage is to be reported in whole miles, rounded to the nearest whole number. All mileage on the in-state travel form must be totaled and then multiplied by mileage rate to determine the reimbursement amount. Travelers will be reimbursed for parking while in travel status if a receipt is provided. Valet parking will only be reimbursed if no other parking is available. Documentation is required. If the normal rate of a contractor is less than the allowable mileage rate and the contract states a lesser rate, the lesser approved rate shall be used.
8. 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.
9. If the person's travel is interrupted for personal convenience, the travel allowance will not exceed the costs that would have been paid for authorized uninterrupted travel.

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 WIOA agreement manager. Out-of-state travel expenses 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 (single rate only) and any charges for missed reservations shall be considered a personal expense. Air travel is economy seating. No first class or business class unless documentation is submitted that rate is equal to or less than economy. A sample out-of-state travel reimbursement form is provided as a guide (see Exhibit I). This form or a similar form should be used when requesting out-of-state travel reimbursement.



STATE OF ALABAMA  
Department of Finance  
Office of the State Comptroller

100 North Union Street, Suite 220  
Montgomery, Alabama 36130-2620  
Telephone (334) 242-7050 Fax (334) 242-7466  
www.comptroller.alabama.gov

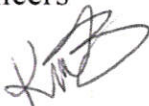
Kay Ivey  
Governor

Clinton Carter  
Finance Director

Kathleen D. Baxter, PhD, CGFM, CPM  
State Comptroller

**MEMORANDUM**

**TO:** All State Agencies  
All Chief Fiscal Officers

**FROM:** Kathleen D. Baxter   
State Comptroller

**DATE:** December 20, 2017

**RE:** Travel Mileage Rate for 2018



Effective January 1, 2018, the mileage rate paid to persons traveling in privately owned vehicles on official business for the State will increase to 54.5 cents per mile. The mileage rate, which is paid in lieu of actual expenses for transportation, is in accordance with Code of Alabama 1975, 36-7-22, as amended, which became effective October 1, 1999. This code section 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, 2018, will be calculated at the new rate of 54.5 cents per mile.

When calculating the amount reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 54.5 cents (Example: 111 miles X .545 = \$60.50). Should you have any questions concerning this directive, please call the Accounts Payable HOTLINE at 334-242-4444.

KDB/jdj