

ALABAMA WORKFORCE INVESTMENT SYSTEM

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

December 20, 2018

GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2014-16, Change No. 07

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, 2019, the mileage rate paid to persons traveling in privately owned vehicles on official business for the state increases to 58.0 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 13.

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 13 (Revised 01/19)

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.



Steve Walkley, Division Director
Commerce, Workforce Development Division

12.20.2018

Date

Attachments

5. The per diem is \$75.00 (75% of daily rate for trips lasting two nights/three days or longer) for each day after a person in travel status has been stationed at the same place for two consecutive months.
6. Under no circumstances will a traveler be paid an overnight or daily travel allowance at their base or primary residence.
7. The mileage rate is the amount allowed by the Internal Revenue Code for income tax deductions. As of January 1, 2019, the rate allowed by the Internal Revenue Code for business mileage is 58.0 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. Travelers will now receive the daily Continental United States (CONUS) rate for meals and incidental expenses (M & IE) in accordance with federal per diem amounts.

**Revised 01/19*



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) 353-0442
www.comptroller.alabama.gov



Kay Ivey
Governor

Kelly Butler
Finance Director

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

Michael G. Hudson, CGFM
Deputy State Comptroller

MEMORANDUM

TO: All State Agencies
All Chief Fiscal Officers

FROM: Kathleen D. Baxter
State Comptroller

DATE: December 14, 2018

RE: Travel Mileage Rate for 2019



Effective January 1, 2019, the mileage rate paid to persons traveling in privately owned vehicles on official business for the State will increase to 58 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, 2019, will be calculated at the new rate of 58 cents per mile.

When calculating the amount reimbursed, all mileage listed on an expense account must be totaled and then multiplied by 58 cents (Example: 111 miles X .58 = \$64.38). Should you have any questions concerning this directive, please call the Accounts Payable HOTLINE at 334-242-4444.

KDB/jdj