

LURLEEN B. WALLACE COMMUNITY COLLEGE
STATEMENT OF OFFICIAL IN-STATE TRAVEL (Non-Dues Paying Event Only)

Employee Name

Department

Supervisor's Signature

_____	_____	_____	_____	_____
FUND	ORG	ACCT	PROG	AMOUNT
_____	_____	_____	_____	_____
FUND	ORG	ACCT	PROG	AMOUNT

Purpose of Travel

Date	From:	POINTS OF TRAVEL To:	PRIVATE CAR MILES	(Required) HOUR OF DEPARTURE	(Required) HOUR OF RETURN	PER DIEM
				AM	AM	
				PM	PM	
				AM	AM	
				PM	PM	
				AM	AM	
				PM	PM	
				AM	AM	
				PM	PM	
				AM	AM	
				PM	PM	
				AM	AM	
				PM	PM	
				AM	AM	
				PM	PM	
				AM	AM	
				PM	PM	

MISCELLANEOUS EXPENSES
 (Detail miscellaneous expenses below and furnish receipts. Use additional sheets, if necessary.)

PER DIEM TOTAL

MILEAGE EXPENSE TOTAL	
TOTAL MILES _____ X .56 or .16 =	
MISCELLANEOUS EXPENSE TOTAL	\$
TOTAL OF THIS EXPENSE REQUEST	\$

I hereby certify that the travel and expenses indicated hereon was accomplished in the performance of official duties pursuant to travel authority granted me.

Traveler: _____
 Signature

NOTICE TO ALL PERSONNEL

Your statement of travel MUST BE APPROVED BY THE APPROPRIATE ADMINISTRATOR AND (IF APPLICABLE) HAVE AN APPROVED TRAVEL APPROVAL FORM ATTACHED before submitting to the Business Office.

MILEAGE CHART

(Round Trip from Andalusia Campus)

Alexander City		Floral	50	Monroeville	120
Anniston	392	Florence	594	Montgomery	174
Atlanta	508	Foley	260	Opelika	284
Athens	538	Gadsden	430	Opp	30
Atmore	180	Georgiana	70	Ozark	134
Auburn	270	Greenville	100	Phenix City	298
Birmingham	354	Gulf Shores	270	Prattville	194
Brantley	40	Guntersville	492	Russellville	550
Brewton	90	Highland Home	106	Selma	228
Cullman	450	Huntsville	540	Sylacauga	300
Decatur	514	Jasper	436	Talladega	344
Demopolis	292	Lanett	326	Troy	114
Dothan	158	Luverne	80	Tuscaloosa	382
Eufaula	220	Mobile	248	Tuskegee	232

(Round Trip from MacArthur Campus)

Alexander City		Floral		Monroeville	
Andalusia	30	Florence		Montgomery	180
Anniston		Foley		Opelika	
Atlanta	478	Gadsden		Ozark	
Athens		Georgiana		Phenix City	
Atmore		Greenville (by way of Andalusia)	130	Prattville	
Auburn		Greenville (by way of Luverne)	120	Russellville	
Birmingham	354	Gulf Shores		Selma	
Brantley	50	Guntersville		Sylacauga	
Brewton	120	Highland Home		Talladega	
Cullman		Huntsville		Troy	90
Decatur		Jasper		Tuscaloosa	
Demopolis		Lanett		Tuskegee	
Dothan	128	Luverne	60		
Eufaula		Mobile	278		

Mileage reimbursement equals \$.56 or .16 per mile.

Per Diem Rates:

\$85.00 per day for travel requiring one overnight stay.

\$100.00 per day for travel requiring more than one overnight stay.

Meal Allowance:

\$12.75 if trip is from 6 to 12 hours duration.

\$34.00 if trip is more than 12 hours, but not an overnight stay.