# Sample Driving Pre-Approval Request

### Welcome

The Governor's Office **Out-of-State Travel Request** website is designed to give automated approval for employees, contract workers, commission/board members and guests travelling in service to the state of Alabama.

Travelers are expected to follow all guidelines and policies provided. Upon successfully completing a travel request, a Confirmation Code and email will be issued for travel and sent to the email address entered.

### **Important Notes**

**BEFORE submitting travel online** please have the following information confirmed:

- 1. Review and follow state laws and travel guidelines.
- 2. Receive your agency's internal approval.
- 3. Acquire your business agenda, schedule and/or itinerary.
- 4. Receive Information regarding your flight schedule and airfare.
- 5. Obtain Information regarding your hotel rate & reservation.

This AUTOMATED SYSTEM can process about 90% of the most common travel requests!

The following 10% of unique travel components listed below CANNOT use the online application but can be submitted using the **MANUAL FORM**.

- 1. Out-of-the-Country, Hawaii & Alaska.
- 2. Travel is 8 days/7 nights or longer
- 3. Transportation: Rental Car
- 4. Destination:
  - 1. Rural City/Area
  - 2. Two Different Cities, Airports, Airlines, Hotels
  - 3. Fly One Way & Drive One Way
  - 4. Fly into One State & Drive to Another State
  - 5. In-State Travel & Out-of-State Travel
- 5. Any UNUSUAL Circumstance Not Listed

- 1. Ticket Price Exceeds \$900
- 2. Arrive EARLIER than standard
- 3. Leave LATER than standard
- 4. Drive to Destination Exceeds 8 hours

DISABLE POP-UP BLOCKERS: At the end of the form process, a PDF will be loaded in separate browser window which may be blocked by certain pop-up blockers. If you are having difficulty printing the PDFs at the end of the form process, please disable any pop-up blocker software. Once finished, remember to re-activate your pop-up blockers.

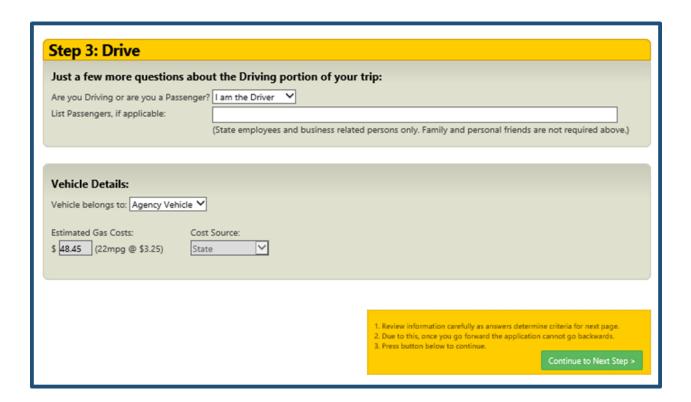
Request New Travel

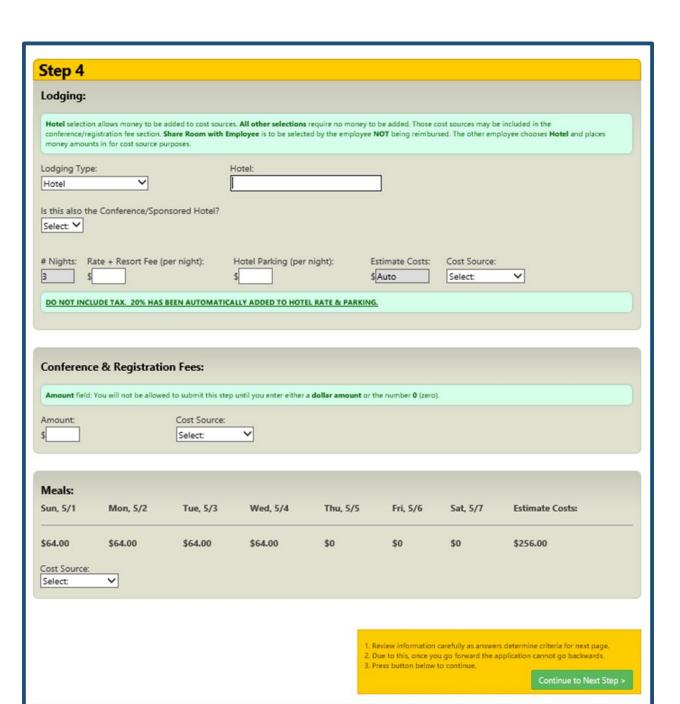
Manage Existing Travel

Information About Travel

## Step 1: Your Information Important eMAP information You must enter your full name and home address exactly as it appears on https://eMAP.alabama.gov. It must match your vendor file for payment. Your official home address can be found on your W2, which can be accessed on eMAP in PDF form. Please ensure your email address is correct. You will be emailed a summary at the end of this process Employee ID Number: (For use at a later date TBD) First Middle Name: Classification: Traveler's Email Address: Additional Email Address: Last Name: Select: HOME Address (Do NOT enter P.O. Box or Work address here): Home Base County: Home Base Address: Home Base City: Home Base Zip Code: Select: Select County First P.O. Box Address (If applicable): P.O. Box: If you are using a P.O. Box for your official eMap address, complete the fields below. Enter Number Only: P.O. Box City: P.O. Box Zip Code: P.O. Select: Box Work Base Address may be modified. If address is different from central main office, you may change it to your direct work base. Note: This form is not intended to be used for those who are travelling into Alabama from an outside origin. The MANUAL (paper) form is utilized if this is the case. Division: Agency: Select Division, if applicable: Select: WORK Address (Do NOT enter P.O. Box or Home address here): Work Base County: Work Base Address: Work Base City: Work Base Zip Code: Select: Select County First Travel Destination Please select the Major City (including suburbs) from the dropdown below. This will be used for airport (if flying) and meals calculations. Use MANUAL Form if your destination city is a RURAL AREA. DO NOT choose nearest big city. If multiple people are going to a RURAL destination, you may contact the Governor's Office to add city. Method of travel: State: Major City: will be Driving Y GA Y Atlanta Ladging Location Street Address is used for mileage calculations, City & State for Expense Report. Please ensure the address you enter is <u>absolutely correct</u>. To double check if you have valid addresses click here to go to Google Maps before continuing with this Travel Form. Street Address (of Lodging/Event Location): City: State: Select: 🗸 $\overline{\phantom{a}}$ Select: Review information carefully as answers determine criteria for next page. Due to this, once you go forward the application cannot go backwards. Press button below to continue.

Step 2: Drive				
Getting there in a vehicle:				
Mileage and Time results are calculated using valid Maps.	adresses only. If the addresses do	not produce values for	Mileage and/or Time, then e	xit and recheck addresses using Google
Special Note: Referencing Mileage Reimbursems General Opinion 1986-326 regarding definition of b The traveler and their agency are responsible for co	base when traveling out-of-state.			
Driving From Base:	Time Zone:			
Select: To Street Address:	✓ CST	Zip: Time 2	lane.	
		Zip: Time 2 30309 EST	one.	
Mileage (1 way): Time (1 way): Hrs:Min				
<b>Business Participation</b>				
Enter the dates and times below that encompass your Please do not include registration times. A 2 hours				
BEGINS: Your first meeting (or welcome re	ception) attending	ENDS: Your	last meeting (or closing	banquet) attending Time: EST
	Hr : Min Select: V			Hr : Min Select: Y
Wh d				
When do you want to ar	rive at Atlanta:			
If business participation begins <u>after SPM (or 2PM</u> if business participation begins <u>before SPM (or 2PM</u> (IF travel is outside these parameters please use	<u>d</u> for 0-4 hours) standard arrival is		us day with arrival time after	5pm.
Day: Date: Tir	me: EST			
When do you want to de	epart Atlanta?			
If business participation ends <u>before 2PM (or 5PM</u> If If business participation ends <u>after 2PM (or 5PM</u> fo (IF travel is outside these parameters please use	r 0-4 hours) standard departure is		ing day with departure time b	y 8am.
Day: Date: Tir	me: EST			
			Calculate inp	uts before going to the next step
		2. Due to t		rs determine criteria for next page. application cannot go backwards.  Continue to Next Step >





Grand Totals:				
stimate Costs:	State: \$48.45	Federal: \$ 1166.00	Other 3rd Party: \$0.00	Personal Pay: \$0.00
Agency/Board:				
tate Funds: 4. rederal Funds: 90 Other: 0 Personal Pay: 0	6.0 % Agency Info:			
The information list		y result in the travele	r being personally resp	State of Alabama for the benefit of its citizens.  onsible for expenditures and time.
Any misrepresent	ation of information mag	y result in the travele	r being personally resp	

Step 6
Upload Your Travel Documents
You can also print or upload your travel documents by going to the Out of State Travel website at: https://oos.alabama.gov and select 'Manage Travel'.

# **Manage Your Travel** Please Enter Your Confirmation Code First Enter your Pre-Approval Confirmation Code below. Your code was emailed to you when you completed the OOS Travel Pre-Approval online form process. The code is also located on your printed copy of the pre-approval form. Upload or View Your Travel Packet View or Print Your Pre-Approval Form Submit Your Travel Expense Form

