
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: ALL STAFF

FROM: JOHN O. GILBERT

RE: TRAVEL REIMBURSEMENT POLICY AND PROCEDURE

DATE: MARCH 22, 2000

This memorandum is to clarify any questions regarding travel reimbursements. For any in-state or out-of-state travel, the voucher for reimbursement of travel expenses must be filled out in its entirety and signed by the individual's divisional supervisor before being forwarded to the finance office.

For out of state travel, the travel authorization form must be filled out and approved as well. Any requests for travel advances must be approved in the same manner.

If you have any questions regarding travel reimbursement, please call me or Ashley Turnipseed.

Thank you.