(Place on Agency Letterhead)

CERTIFICATION OF IN-STATE TRAVEL EXPENSES

FOR PERSON IN SERVICE OF THE STATE

I, \_\_(name)\_\_\_\_\_\_\_, \_\_\_(title)\_\_\_\_\_\_ of \_\_\_(agency)\_\_\_\_\_\_\_\_\_, in accordance with § 36-7-21, *Ala. Code* 1975, hereby make the following certifications related to the in-state travel expenses of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and further request written authorization of these expenses from the approving authority:

1. I hereby certify that the above-listed person is traveling in service of this agency within the state of Alabama for the purpose of attending or assisting in hosting a convention, conference, seminar or other meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a state, regional, or national organization;

2. I hereby certify that the state of Alabama or above-listed person is a dues paying member of the state, regional, or national organization listed above and that this agency has documentation of membership on file;

3. I hereby certify that the above listed person’s expenses are actual and necessary to their travel and have been verified by supporting documentation retained by the Agency.

Executed this the \_\_\_\_ day of \_\_\_\_\_\_, 20\_\_\_

\_\_(signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_(title)\_\_\_\_\_\_\_\_\_\_\_

State of Alabama