



## MEMORANDUM

**Date:** July 8, 2021

**To:** ADECE Directors and Region Directors

**From:** Dr. Barbara Cooper *BJC*  
Alabama Department of Early Childhood Education

We are committed to supporting you by processing your travel in a timely manner. We need you to assist us by carefully completing your forms. Some of the common errors made on forms that have been approved and submitted to accounting staff for payment include:

- Misspelled employee name (must match what is in STAARS)
- Incorrect employee home address (must match what is in STAARS)
- No base listed on the form
- Wrong mileage amount used (may be using an old form)
- Incorrect dates of travel
- Wrong per diem amount used
- Time away from base no long enough to claim per diem
- Formulas in the spreadsheet aren't working

We will continue reviewing travel reimbursements to ensure we are processing them efficiently and paying staff timely. If you have suggestions on how we may improve this process, please let us know.

cc:

Dianna Tullier

Dr. Pamela Truelove-Walker

Gay Finn