



Alabama Department of Environmental Management
adem.alabama.gov
1400 Coliseum Blvd. 36110-2400 ■ Post Office Box 301463
Montgomery, Alabama 36130-1463
(334) 271-7700 ■ FAX (334) 271-7950

July 12, 2018

MEMORANDUM

TO: Alabama Tank Trust Fund Response Action Contractors

FROM: Dorothy Malaier, Chief *SOM*
UST Corrective Action State and Federal Funds Section

RE: **Increase in Per Diem Rates**
Alabama Underground and Aboveground Storage Tank Trust Fund
Effective Date – July 1, 2018

The State of Alabama has recently revised the policies and procedures for the reimbursement of travel expenses. The Alabama Tank Trust Fund has historically utilized the State of Alabama per diem allowances as the eligible reimbursement amounts for Tank Trust Fund tank owners and/or Trust Fund Response Action Contractors.

Effective July 1, 2018, these per diem amounts are reimbursable for travel occurring on or after July 1, 2018:

- New Overnight Per Diem Rates effective 7/1/18:
 - 1 night on the road → \$85 per day
Example: Leave Monday & return to base Tuesday = \$170
Monday \$85
Tuesday \$85
 - 2+ nights on the road → \$100 per day
Example: Leave Monday & return to base Wednesday = \$300
Monday \$100
Tuesday \$100
Wednesday \$100
- New Daily Per Diem Rates effective 7/1/18:
 - 6-12 hrs → \$12.75
 - 12+ hrs → \$34.00

The use of these revised rates may cause the payment request to exceed the previously approved cost proposal amount. Where an exceedance is due solely to the use of the higher rates, an addendum will not need to be submitted.

The Department has developed new draft Unit Rate Cost Proposal and Payment Request Forms. These forms are available on the Department's website under the UST Program information section.

