Directions for Filing Monthly Mileage Claim for Transporting Parolees to and from Alabama Department of Corrections

1. Please submit one claim monthly within 30 days after the end of the month.
2. Use Attachment A, printed on your letterhead to submit your invoice. Your letterhead must contain your Address.
3. Enter the Invoice Number and Date of Invoice in the header.
4. In the table, enter the date of transfer, full parolee name, AIS number, point of origin, destination and mileage traveled. Multiply the mileage traveled by the current State rate and enter the results in the “Total Due” column.
5. Add the amounts in the “Total Due” column and enter the results as the “Grand Total.”
6. The current State Mileage reimbursement is $0.575 per mile for 2020. Visit <http://comptroller.alabama.gov/> to check for the any changes in the rate.
7. *You will only be paid once per trip. For example, if you deliver 6 parolees at once you will be due one payment for mileage.*
8. If you have more than nine parolees, copy the table on Attachment A to a second page.
9. Sign the invoice and mail it to: ADOC Transfer Division, PO BOX 301501, Montgomery, AL 36130

Sheriff Department’s Letterhead with Address

Invoice #\_\_\_\_\_\_

(Date)

Pursuant to the requirements of Code of Alabama, 1975, Section 15-22-32 (b)(1) we are hereby requesting reimbursement at the current state mileage rate for transporting the following parolees who have violated terms of their probation, to or from a Department of Corrections facility.

On (date) we transferred parolee (Full inmate name), AIS number (6 digits) from (point of origin) to (destination).

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Transport | Parolee Name | AIS Number | Point of Origin | Destination | Mileage Traveled | Current State Rate | Total Due |
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Grand Total $\_\_\_\_\_\_\_

Signed, Alabama Department of Corrections Approval

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Sheriff’s Office