



Governor Ivey's Administration Office

The Administration Office facilitates travel requests and inquiries for all directors, cabinet members, and Governor's Office staff. This office audits travel plans to ensure policy compliance, as well as processes cancellations and changes in travel plans.

The Administration Office also processes property for the Governor's Office and the Governor's Mansion. They keep up with all property by tagging each piece, putting it into the system, and taking a picture of it. Once all property has been logged, they obtain signatures of liability of persons responsible for the property.

Our interns are tasked with the following:

- Audit travel plans
- Either approve travel plans or return plans to agency for clarification
- Make sure an expense report has been received for each travel
- Archive travel records for each agency by date and travel
- File
- Review property reports related to person responsible
- Enter collected property data into Assetworks online database
- Observe and identify that property is in the location to which it is assigned
- Gain signatures of liability and persons responsible of property
- Keep up-to-date binder which correlates pictures, names, costs, dates obtained, and values of property items