



Memorandum

To: All Agencies

From: Paula Vrana
Commissioner

Date: October 6, 2022

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 104**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective November 1, 2022.

Financial System Information

AAM 10.050 – Disclosure of Criminal Acts. Updated language to reflect the correct way to report fraud.

Travel

AAM 60.020 – Travel Definitions. Clarification to the definition of Non-Commercial Lodging.

AAM 60.150 – Privately Owned Aircraft. Updated round trip cost per aircraft from \$30 to \$50.

AAM 60.210 – Traveler Reimbursement. The update provides clarification to the timeline and responsible party of when a final travel packet is submitted and when reimbursement to an employee shall be made.

Procurement

AAM 81.015 – Foreign Outsourcing in State Contracts for Service. Updated language for approval delegation.

Questions or concerns about these updates may be directed to the Division of Finance at (907) 465-2240 or doa.dof@alaska.gov.