

MEMORANDUM

STATE OF ALASKA

Department of Administration

To: All Agencies

Date: March 5, 1999

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Department of Administration

File Ref:

From: Robert Poe, Jr.
Commissioner
Department of Administration

Phone: 465-2200

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL--TRANSMITTAL NUMBER 22

The attached transmittal revises several sections of the Administrative Manual. The revisions are effective April 1, 1999. Please replace the sections that are currently in your manual with the updated sections.

- The second sentence of section AAM 60.100 is revised to clarify that the division director may delegate approval of rental vehicles to subordinate staff.
- Sections AAM 60.120, AAM 60.350, and AAM 60.360 are revised to decrease the mileage allowance for a private vehicle to thirty-one (31) cents per mile (current IRS limit).
- Section AAM 60.150 is amended to address the change in travel card programs. We are now under MasterCard instead of American Express.
- Section AAM 60.190 is amended to require agencies to provide starting and ending dates of projects when requesting extensions of long-term per diem.
- Section AAM 60.220 is amended to provide a calculation in the table of the meal allowance for the added federal M&IE of \$46 in CONUS (five rates now).
- AAM 60.270 revision of BTA to CTA.

You should keep this memorandum as well as future transmittal memorandums in your manual for reference.

Additional copies of the revised sections may be purchased from Forms Management.

RGP/JT

cc: Division of Finance
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