MEMORANDUM

STATE OF ALASKA

Department of Administration

To:	All Agencies	Date:	June 28, 2004
From:	Ray Matiashowski Commissioner Department of Admini	lay Matianhan	ali
Subject:	Administrative Manua	l Phone:	465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 42

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective July 1, 2004.

Travel/Moving Section

- AAM 60.150, 60.160 and 60.280 Deleted State Transportation Requests (STRs) as a recommended method of payment for travel activity.
- AAM 60.325 Updated the table for the revised moving account code structure.
- AAM 60.350 Increased the allowable poundage for moving household goods and the premium insurance coverage.
- AAM 60.360 Corrected mileage rate to agree with the IRS established rate.

Payroll Section

- AAM 230.140 Stale date language updated.
- AAM 270.150 Deleted reference to DOA employees assigned to Pioneer Homes.
- AAM 270.160 Added vehicle commuting log to final pay procedures to allow correct computation.
- AAM 310.090 Revised to state that leave accruals cannot be reduced by mandatory leave.
- AAM 310.170 Removed reference to IRS maximum PERS limit.
- AAM 310.190 Revised sentence to reflect that employee deductions for health insurance are made from gross pay, not net.
- AAM 350.080 Added a section for fringe benefits to discuss the taxability of employee's use of a state vehicle for commuting.

Expenditures

- AAM 35.030 Revised section relating to "original" invoice.
- AAM 35.175 Revised the advance payment section to include software licenses and maintenance agreements.
- AAM 35.205 Stale date language updated.
- AAM 35.300 through 35.390 Replaced purchasing card policy to incorporate the One Card Alaska policy. Renumbered section and revised titles.

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

RM/lp