MEMORANDUM

STATE OF ALASKA

Department of Administration

To:

All Agencies

Date:

June 30, 2005

From:

Ray Matiashowski Commissioner

File Ref:

Department of Administration

Subject:

Administrative Manual

Phone:

465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 46

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective July 1, 2005.

Cash

 AAM 50.190 Cash In Transit – The title to this section is being revised to Monies in transit, plus the procedure is being updated to reflect the current policy and responsibility of the departments to record material monies in transit within the accounting system. Undeposited receipts within a single location or program exceeding \$25,000 should be evaluated for materiality.

Travel/Moving Section

Various sections are being revised to address issues raised during the implementation phase of the State Travel Office. Yellow highlighting has been added to identify sections that do not apply to departments until they begin using the State Travel Office or the State Travel Management System (STMS) software. Changes of interest include:

- AAM 60.010 Introduction to Travel References a new document titled Income Tax Implications of Travel, which will be posted to the web during July.
- AAM 60.020 Travel Definitions Some new terms were added to the definitions list: agency travel coordinator, M&IE, lodging allowance, per diem, and travel desk. The definition of travel status was revised to 1) delete "residence" so that travel is now defined simply by outside the boundaries of traveler's duty station, and 2) add definitions for short- and longterm.
- AAM 60.060 Payment Methods for Transportation and Expenses The use of personal discount coupons was added to this section with the requirement that the employee would incur the total cost on their personal credit card and then the state would reimburse half the cost of the combined itineraries.

- AAM 60.070 Travel Advances Requirement for recovering excess advances from paychecks postponed until STMS is operational.
- AAM 60.190 Health and Safety of Travelers Revised subtitle to be travelers with "physical and medical conditions" rather than "disabilities" and defined the authority of departments to purchase two coach seats or a first class seat to accommodate the larger traveler that does not fit in one coach seat.
- AAM 60.240 Lodging Types and Rates Changed the \$300 limit for prior approval on lodging to "room rate" so it now excludes applicable taxes.

State Publications

• AAM 83.040 Basic Printing Standards for Publications – The standard form referred to in this policy is being removed and replaced with the current process of submitting a memorandum to request a waiver.

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

RM/lp