

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: December 31, 2008
From: *for* Annette Kreitzer *KBnotes*
Commissioner
Department of Administration
Phone: 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 61

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective January 1, 2009.

Payment Methods

AAM 38.195 – Confidential Payments. New section that recognizes certain payments are confidential, and outlines agency responsibility to process them in a manner that maintains their confidentiality.

AAM 38.210 – Electronic Disbursement Requirement. This section was revised to clarify agencies' responsibility to offer electronic payment methods to state vendors and to establish pay processing procedures that ensure payments to vendors are made by electronic methods.

AAM 38.225 – Financial EDI (FEDI). This section was revised to include policies for use of the Electronic Payment Inquiry application.

AAM 38.300 One Card Alaska Program Overview. This section was updated with a link to electronic disbursement requirement policies and establishes the State's policy on the use of One Cards.

AAM 38.310 Cardholder's Responsibility. This section was revised to include a warning of the possibility of felony prosecution in cases of card misuse.

AAM 38.325 – One Card Alaska Department Program Administrator and Delegate Responsibilities. Revised to add purchasing limit and MCC code changes, as well as responsibility for reversing temporary changes, to the Department Program Administrator duties.

Travel

AAM 60.020 – Definitions. Deleted MCAAK fares.

AAM 60.030 – State Travel Office. Revised to clarify when a regular service fee applies.

AAM 60.050 – Travel Purchase Policies. Deleted references to earning Alaska Airlines miles.

AAM 60.060 – Payment Methods for Transportation and Expenses. Moved the paragraph on payment for companion coupons from this section to 60.080. Updated the paragraph on mileage and MCAAK credits.

AAM 60.080 – Interruption or Deviation of Travel for Traveler Convenience. Revised to change the way in which state travel with personal deviations is purchased. Upon approval, the STO provides an itinerary for the state travel. The traveler purchases the ticket however they choose with their personal—not state—resources. After the travel is complete, the state reimburses the traveler the lesser of the amount of the itinerary for state travel or the actual ticket cost to the traveler.

AAM 60.250 – Meals and Incidental Expense Allowance. Removed the “consumed” criteria for whether the allowance is allowed when meals are provided.

Moving

AAM 60.360 – Reimbursable Travel Expenses for a Move. Revised this section to allow for payment of ferry staterooms when the voyage is at least 12 hours and overnight.

Enterprise Applications General Policy

AAM 90.020 – Confidential Information and Security. Revised to specify that users of applications must ensure that no confidential information is entered in a manner that makes it available to anyone without an authorized business need to know.

Personnel

AAM 100.065 - Analyses of Office Technology Usage as Part of an Investigation. A new section clarifying that an investigation into the use and/or abuse of office technologies and analyses performed by the State Security Office is conducted only at the request of the Commissioner or Deputy Commissioner of the Department of Administration, or the Director of the Division of Personnel & Labor Relations.

Compensation

AAM 270.280 – Compensation Paid to Members of Boards and Commissions. Clarified section to state that nontaxable travel reimbursement to board and commission members may be paid through the accounting system, but taxable travel as defined in AAM 320.100 to board and commission members should be recorded in the payroll system and reported on a W-2.

Fringe Benefits

AAM 320.100 – Travel Reimbursements. Removed reference to board and commission members reporting taxable travel on a 1099-Misc. This information should be reported through AKPAY on a W-2.

AAM 320.340 – Cell Phones and Electronic Equipment. Revised to reflect the guidance from Department of Law for allowable use of state equipment under the Executive Branch Ethics Act. Added language for “Allowance for Employee-owned Electronic Communication Device” form to recognize the public records aspect and the requirement for annual renewal each January to maintain the allowance.

Mileage Reimbursement Rate

The standard mileage reimbursement rates for personally owned vehicle used for a business purpose or moving reimbursement have been revised by the IRS. Effective January 1, 2009 the nontaxable rates are \$.55 for business use and \$.24 for moving. This is down from the previous rates of \$.585 and \$.27 respectfully. The forms on our web page have been revised.

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

AK/lp