MEMORANDUM

STATE OF ALASKA

Department of Administration

To:

All Agencies

Date:

June 30, 2009

From:

Annette Kreitzer Commissioner

Phone:

465-2200

Subject:

Administrative Manual

Department of Administration

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 63

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

Expenditures

AAM 35.090 – Duplicate Payment Control. Removed the specific reference to "original" invoice, as the payment policy was broadened to accept the practice and increased technology availability of electronic billings, pdf or faxed invoices to support payments. In addition, expanded compensating control process to avoid duplicate payment issues with this change.

AAM 35.170 – Advance Payments. Revised this section to authorize advance payment for travel related items when it is required by the vendor and in the best interest of the state.

Payment Methods

AAM 38.310 – Cardholder's Responsibility. Added a reference to the new policy on inappropriate credit card use by state employees, and removed the reference to require a boarding pass from the list of items required to be submitted to the travel desk for completion of the travel authorization.

Capital Assets

AAM 55.025 – Thresholds for Capitalizing Capital Assets. Increased the threshold for software and other intangible assets to \$500,000. Previously, the threshold for computer software was \$100,000.

Travel

AAM 60.220 – Travel Expenses – Required Receipts and Documentation. Removed airline boarding passes for the required documentation and reference to "original" from required receipts listing.

Enterprise Application

AAM 90.020 – Confidential Information and Security. Aligned policy with objective to protect social security numbers and ensure that applications developed do not use social security numbers as the key to search or access information.

Personnel

AAM 100.055 – Establishing Employment Eligibility. Added language regarding the employee's responsibility to maintain proper employment authorization documents. Also added the policy that the State does not function in the role of a sponsor for employment-based immigration visas.

AAM 100.075 - Theft of State Property, Funds, and/or Equipment by a State Employee. Added a new section regarding the suspicion or receipt of a report of theft of state property, funds, and/or equipment by a state employee.

Compensation

AAM 270.020 – Holiday Pay. Clarifies eligibility for holiday pay during leave-without-pay.

AAM 270.050 – Overtime Eligibility. Updated to address changes in the federal regulations defining Fair Labor Standards Act overtime exemptions.

AAM 270.080 – Additional Straight Time. Removes reference to "overtime" to clarify additional straight time is paid at the annualized hourly rate.

Fringe Benefits

AAM 320.340 – Cell Phones and Electronic Equipment. Modified to clarify that simply paying for personal use does not prevent violations of the Executive Branch Ethics Act.

In addition to the above AAM sections, the Alaska Per Diem matrix was updated to reflect the current bargaining unit agreement conditions. This matrix can be found at http://fin.admin.state.ak.us/dof/travel/resource/rates.pdf.

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

AK/lp