



## Memorandum

To: All Agencies

From: Sheldon Fisher  
Commissioner

Date: May 13, 2016

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 89**

The following sections within the Alaska Administrative Manual (AAM) are being revised with this transmittal memo effective May 16, 2016, except for specific bargaining units and sections identified below as Collective Bargaining Agreements (CBA) supersede the AAM until a future effective date. The AAM updates are specifically related to travel and represent efficiencies in processing procedures and agency management controls.

**AAM 60.020 – Travel Definitions.** Mileage reimbursement within the duty station while not in travel status must be approved on an exception basis to maximize available fleet vehicles, teleconference, or other options. Commissioners or designee may approve exceptions for privately owned vehicle mileage reimbursement based on a business requirement.

Exception: Alaska State Employees Association (ASEA) members may continue to receive privately owned vehicle mileage reimbursement within the duty station until June 30, 2016, thereafter this section applies to ASEA members effective July 1, 2016.

**AAM 60.040 – Travel Approvals.** Eliminate re-approval requirement for final expense report that exceeds \$100 or 20% of the pre-trip approval. Variance will remain on travel authorization expense report for management purpose.

**AAM 60.140 – Privately Owned Vehicles.** Mileage reimbursement for privately owned vehicles (auto, snowmobile, or boat) is allowed when it is in the best interest of the state and official state business duties are performed outside a traveler's duty station. Exceptions, under AAM 60.020, may be approved by commissioners or designee based on a documented business requirement.

Exception: Alaska State Employees Association (ASEA) members may continue to receive privately owned vehicle mileage reimbursement within the duty station until June 30, 2016, thereafter this section applies to ASEA members effective July 1, 2016.

**AAM 60.240 – Lodging Types and Rates.** Lodging expenses that exceed \$300 room rate per night, excluding taxes, must be approved in advance by department commissioner or designee.

**AAM 60.250 – Meals and Incidental Expense (M&IE) Allowances.** A traveler in travel status receives 75% of the daily M&IE allowance for the travel destination on the initial day of departure and final day of arrival. Excluding the initial day of departure and final day of arrival the M&IE allowance must be reduced by the consumed meals reported by the traveler on the travel authorization expense report that are received as part of a conference, training, or lodging package.

Exception: Labor Trades and Crafts (LTC) members will continue to follow contract section 15.03 that defines *in-state* M&IE allowance which will remain in effect through the current CBA effective date. However *out-state* M&IE allowance is determined by the AAM and therefore the change in M&IE policy for this category of travel is effective May 16, 2016.

Exception: Alaska State Employees Association (ASEA) members will continue to receive the pro-rated M&IE allowance based upon flight departure/arrival applied to meal periods (breakfast, lunch, dinner) until June 30, 2016, thereafter this section applies to ASEA members effective July 1, 2016.

SF/kh