



## Memorandum

To: All Agencies

From: Kelly Tshibaka  
Commissioner

Date: October 22, 2019

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 96**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective October 1, 2019.

### Travel

**AAM 60.020 – Travel Definitions.** Updated definitions of M&IE and Per Diem.

**AAM 60.030 – E-Travel.** Updated hyperlink to Traveler profile instructions document.

**AAM 60.060 – Payment Methods for Transportation and Expenses.** Updated reference from EDI to EFT. Updated Meals and Incidental Expenses section.

**AAM 60.250 – Meals and Incidental Expense Allowances.** Updated language to clarify what can be considered an Incidental Expense.

### Moving

**AAM 60.310 – Introduction to Moving Expenses.** Updated language to clarify that all moving expense payments are reportable per IRS regulations.

**AAM 60.325 – Taxability of Moving Expense Reimbursements.** Updated language to clarify that all moving expense payments are reportable per IRS regulations.

### Fringe Benefits

**AAM 320.110 – Accounting for Taxable Travel.** Corrected business expense balance sheet account used for coding travel expense earnings and deduction transactions.

**AAM 320.200 – Moving Reimbursements.** Updated language to clarify that all moving expense payments are reportable per IRS regulations.

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**AAM 320.300 – State Vehicle Usage.** Updated maximum employee compensation for which the IRIS commuting valuation rule can be applied per the 2019 IRS Publication 15-B.

Questions or concerns about these updates may be directed to the Division of Finance at (907) 465-2240 or [doa.dof@alaska.gov](mailto:doa.dof@alaska.gov).