



## Memorandum

To: All Agencies

From: Kelly Tshibaka  
Commissioner

Date: December 9, 2020

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 99**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective January 1, 2021.

### Travel

**AAM 60.080 – Interruption or Deviation of Travel for Traveler Convenience.** Clarification on when and how the state-authorized quote must be obtained. All deviated travel is required to have a proper state-authorized fare quote for the minimum business itinerary captured at the time of approval or before personal travel is booked. Updated language for when the Traveler cannot produce a state-authorized quote. When a proper state-authorized quote is not submitted with the final travel packet the Traveler will be eligible for the predetermined allowance.

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).