



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Administration

PAULA VRANA, COMMISSIONER

333 Willoughby Avenue, 10th Floor
P.O. Box 110200
Juneau, Alaska 99801-0200
Main: 907.465.2200
Fax: 907.465.2135
www.doa.alaska.gov

Memorandum

To: All Agencies

From: Commissioner Paula Vrana
Department of Administration

Date: November 7, 2025

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 112**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective November 7, 2025.

AAM 35 Expenditures

- 35.030 Vendor Invoice Forms – updated documentation requirements
- 35.140 Unauthorized Expenditures – clarification of required documentation and membership lists.

AAM 38 Payment Methods

- 38.310 Cardholder's Responsibility – Updated language regarding Rental Car Expenses. Added language for unreceipted expenses. Reduced the number of days Travelers must submit receipts to align with non-travel related purchases. Clarified requirements for cardholder account monitoring.
- 38.315 Updated terminology referencing decommissioned systems (Autopay, ODF)
- 38.325 Updated terminology referencing processes and decommissioned systems (Autopay, ODF)
- 38.345 Changed the number of days travel receipts must be submitted. Updated terminology referencing processes and decommissioned systems. Updated language regarding annual deadlines.

AAM 60 Travel

- 60.020 Travel Definitions – defined financial entity, moved the two facility types to be listed together.
- 60.070 Travel Advances – added link to AAM 38 for reference
- 60.210 Traveler Reimbursement – Aligned and provided clarification for processing days with AAM 38. All receipts submitted within 2 days. Clarified requirements for a complete travel packet.
- 60.220 Travel Expenses – Clarified receipt requirements and formalized requirement for lost receipt memo
- 60.240 Lodging Types and Rates – changed approval of exceeded rate from commissioner to dept Finance Officer, simplified the process to request approval, included requirement for memo.

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