

MEMORANDUM

STATE OF ALASKA

Department of Administration

To: All Agencies

Date: October 25, 1999

File Ref:

From: Robert Poe, Jr.
Commissioner
Department of Administration

Phone: 465-2200

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL--TRANSMITTAL NUMBER 24

The attached transmittal revises the travel section of the Administrative Manual. The revisions are effective November 1, 1999. Please replace the sections that are currently in your manual with the updated sections. The following are highlights of the changes.

- Sections **AAM 210.020**, **AAM 210.030**, and **AAM 210.040** have minor changes including retitling the affidavit form to Certifying Officer's and User's Affidavit form.
- Section **AAM 15.030** is revised to delete the need for a recommending authority on the certifying officer's affidavit.
- Section **AAM 15.035** is revised to clarify procedures for updating appointing authority delegations.
- Section **AAM 60.290** revises the handling of third party travel. Essentially, if the travel paid for by a third party is not directly related to the state agency's program, is not a recurring event, or is immaterial to the agency's travel budget, it does not need to be recorded as an expenditure and revenue of the agency.
- The last paragraph of section **AAM 60.320** is now incorporated into a new section **AAM 60.325 - Taxability of Moving Expense Reimbursements**, along with other paragraphs discussing taxable moving expense payments.
- Section **AAM 60.330** is revised by adding a sentence to emphasize that agencies are to advise employees of the potential taxability of moving expense payments.
- Section **AAM 60.340** is amended to require the Moving Authorization form to be completed, and approved by the department head, prior to the move.
- Section **AAM 60.345** is a new section added to emphasize that the Travel Authorization form is to be used to itemize expenditures of the move.
- Section **AAM 60.350** is amended to clarify the limit on shipping of personal vehicles. A new paragraph was also added which allows the state to reimburse an employee for the cost of renting a vehicle for personal use before, during, or after the move.
- Section **AAM 60.360** is amended to provide per diem at a rate of \$100 per day regardless of whether the employee is traveling in Alaska or not. A paragraph was also added emphasizing that the appointing authority should advise the employee of the negative tax consequences of a premove househunting trip.
- Sections **AAM 60.360** and **AAM 60.370** are amended to emphasize that payments which are taxable to the employee need to be recorded on the employee's payroll records in a timely manner.

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

BP/JT/rkh