

MEMORANDUM

STATE OF ALASKA

Department of Administration

To: All Agencies

Date: December 27, 1999

File Ref:

From: Robert Poe, Jr.
Commissioner
Department of Administration

Phone: 465-2200

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL--TRANSMITTAL NUMBER 25

This transmittal revises the travel and moving sections of the Administrative Manual. The revisions are effective January 1, 2000. The following are highlights of the changes.

- Section **AAM 60.010** is revised to remove references to moving expenses since this is now covered specifically in moving section **AAM 60.310**.
- Section **AAM 60.120** is revised to increase the mileage allowance for a private vehicle to thirty-two and one-half (32.5) cents per mile.
- Section **AAM 60.190** is amended by substituting "long-term/noncommercial M&IE" for "long-term M&IE" to be consistent with the change in AAM 60.220.
- Section **AAM 60.220** is revised to clarify the applicable meal and incidental expense (M&IE) allowance for noncommercial is the same as for long-term. This previously had only been clarified in section AAM 60.190.
- Section **AAM 60.310** is revised to emphasize that deviations to policy require Department of Administration Commissioner approval, and also to reflect the state is complying with IRS requirements concerning employer reimbursed/paid expenses for employee relocation.
- Sections **AAM 60.350** and **AAM 60.360** are revised to increase the mileage allowance for a private vehicle to thirty-two and one-half (32.5) cents per mile.

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

RKH/JT