

# MEMORANDUM

STATE OF ALASKA

Department of Administration

**To:** All Agencies

**Date:** October 31, 2001

**From:** Jim Duncan  
Commissioner  
Department of Administration

**Phone:** 465-2200

**Subject:** Administrative Manual

## STATE ADMINISTRATIVE MANUAL--TRANSMITTAL NUMBER 33

The attached transmittal revises several sections of the Administrative Manual. The revisions are effective November 1, 2001. The following is a brief summary of each of the changes.

- Section **AAM 25.160** is amended by removing purchase requisitions as a purchase document, and including internal service fund sources in the definition of “vendor.”
- Section **AAM 60.020** and **AAM 60.030** are revised to indicate the Travel Authorization form is for documenting travel expenses but is no longer required to be approved prior to a traveler leaving on a business trip. Other alternatives for approval may be used.
- Section **AAM 60.150** is revised to allow agencies to use the CTA to purchase ferry tickets.
- Section **AAM 60.220** is revised to change the overnight lodging meal and incidental expense allowance table to accommodate the change in airline check-in times (check-in is now required two hours before departure time).
- Section **AAM 60.260** is revised to require that travel advances issued are expensed to the agency’s appropriation. The option to charge the advance to an “employee advance account” is no longer allowed.
- Section **AAM 60.270** is revised to eliminate the procedures for completing the travel authorization form (TA) from the administrative manual. Procedures are now only in the Accounting Procedures Manual (APM), which may be found on the Division of Finance homepage.
- The entire Personnel section of the administrative manual is to be removed (**AAM 100.010** through the end). Personnel policies are contained in policy-setting documents such as Alaska Statutes, Personnel and Leave Rules, Personnel Memorandums, and collective bargaining agreements.

- Section **AAM 300.030** is revised to clarify the calculation of overtime pay for a multiple-position employee.

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

JD/JT