

MEMORANDUM

STATE OF ALASKA

Department of Administration

To: All Agencies

Date: May 28, 2002

From: Jim Duncan
Commissioner
Department of Administration

Phone: 465-2200

Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 35

The attached transmittal revises several sections of the Administrative Manual. The revisions are effective June 1, 2002. The following is a brief summary of each of the changes.

- Section **AAM 35.060** is revised to allow persons who approve payments to also prepare disbursement documents.
- Section **AAM 40.080** is revised to clarify that money received by a state agency in excess of the amount due must be returned to the payee.
- Section **AAM 55.010** through **AAM 55.070** is revised to update the State's capital assets policies.
- Section **AAM 60.010** is revised to clarify that the travel policies are to provide approval of travel, not just to set policies on reimbursement of state travel expenses.
- Section **AAM 60.220** is revised to correct the return time to read 12:00 PM (noon) rather than 11:00 AM (which would have allowed a traveler to receive the lunch M&IE without being in travel status three hours during the meal period).

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

JD/JT