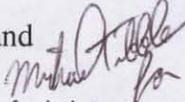


MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies

Date: December 28, 2005

From: Scott J. Nordstrand
Commissioner 
Department of Administration

File Ref:

Subject: Administrative Manual

Phone: 465-2200

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 49

The following sections within the Alaska Administrative Manual are being revised with this transmittal letter effective January 1, 2006.

Expenditures

- AAM 35 – Several expenditure sections have been relocated within Section 38 Payment Methods. In addition, the removal of these sections made it necessary to renumber Section 35. See the attached spreadsheets for cross-references of Sections 35 to 38, plus the renumbered Section 35.
- AAM 35.010 – Expenditures. Policy requiring payments direct to vendors is added.
- AAM 35.200 – Tax Liabilities on Vendor Transactions. This section is revised to reflect current practices regarding taxes.

Payment Methods

AAM 38 Payment Methods is a new section. This section incorporates several sections previously within section 35 as well as new provisions. Section 38 was added to clearly identify the methods the state uses to make payments. Compliance with laws and new technology over the last few years resulted in many changes in this area.

Travel/Moving

- 60.210 - Completion of the Automated Travel Expense Report. This section is modified to include a statement that if final travel reimbursements are less than \$.50 they will not be paid, and reimbursements of \$.50 to \$.99 will be rounded to \$1.00 and paid by the State to the traveler. This will avoid the issuance of general warrants to employees of less than \$1.00.
- 60.250 – Meals and Incidental Expense (M&IE) Allowances. Statement was added that M&IE rates are reviewed annually and adjusted as appropriate.

- AAM 60.325, 60.350 and 60.360 – These three sections are updated to reflect the reduction in the IRS standard mileage rate for 2006. The standard mileage rate for business miles driven is dropping to 44.5 cents per mile, and the nontaxable moving mileage rate is now 18 cents per mile. This is a change from the October 2005 rates of 48.5 cents and 22 cents respectively. The applicable forms will be updated with the effective date of January 1, 2006.

Payroll - Settlement Pay and Arbitration Awards

AAM 310.170 – Public Employee Retirement System. This revision is a clarification of PERS contribution on offset wages related to a settlement and arbitration.

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

Attachments
SJN/lp

Old AAM Section		New AAM Section	
AAM 35.110	Electronic Funds Payment	AAM 38.200	Electronic Funds Payment Overview
AAM 35.115	Handwrite Warrants	AAM 38.145	Handwrite Warrants
AAM 35.200	Distributing General Warrants	AAM 38.135	Internal Disbribution of General Warrants
AAM 35.205	Stale Dated Warrants	AAM 38.175	Stale Dated Warrants
AAM 35.210	Undelivered Warrants	AAM 38.155	Undelivered Warrants
AAM 35.230	Field Warrants	AAM 38.150	Field Warrants
AAM 35.240	Authorized Signers of Field Warrants	AAM 38.150	Field Warrants
AAM 35.250	Unauthorized Use of Field Warrants	AAM 38.150	Field Warrants
AAM 35.260	Control of Field Warrant Stock	AAM 38.150	Field Warrants
AAM 35.270	Lost and Voided Field Warrants	AAM 38.150	Field Warrants
AAM 35.300	One Card Alaska Program	AAM 38.300	One Card Alaska Program Overview
AAM 35.310	One Card Alaska Overview	AAM 38.310	Cardholder Responsibility
AAM 35.315	One Card Alaska Program Administrators	AAM 38.315	One Card Alaska Program Administrator
AAM 35.320	One Card Alaska Delegation of Authority	AAM 38.320	One Card Alaska Delegation of Authority
AAM 35.325	One Card Alaska Department Administrators	AAM 38.325	One Card Alaska Department Administrators
AAM 35.330	Obtaining a One Card	AAM 38.330	Obtaining a One Card
AAM 35.335	One Card Alaska Program Policies	AAM 38.335	One Card Alaska Program Policies
AAM 35.340	One Card Alaska Program Controls	AAM 38.340	One Card Alaska Program Controls
AAM 35.345	One Card Alaska Reconcilialtion, Approval, and Payment Process	AAM 38.345	One Card Alaska Reconcilialtion, Approval, and Payment Process
AAM 35.350	One Card Alaska Billing Statement Disputes	AAM 38.350	One Card Alaska Billing Statement Disputes
AAM 35.355	Canceling the One Card	AAM 38.355	Canceling the One Card
AAM 35.360	Lost or Stolen One Cards	AAM 38.360	Lost or Stolen One Cards

Old Number	New Number	Section Title
AAM 35.120	AAM 35.110	Foreign Exchange Rate
AAM 35.130	AAM 35.120	Timely Payments, and Penalty and Interest on Late Payments
AAM 35.140	AAM 35.130	Uniform Procurement
AAM 35.150	AAM 35.140	Unauthorized Expenditures
AAM 35.160	AAM 35.150	Payment of Taxes on Construction Contracts
AAM 35.170	AAM 35.160	Liens and Attachments
AAM 35.175	AAM 35.170	Advance Payments
AAM 35.220	AAM 35.200	Tax Liabilities on Vendor Transactions