

# MEMORANDUM

STATE OF ALASKA  
Department of Administration

**To:** All Agencies  **Date:** June 30, 2010  
**From:** Annette Kreitzer  
Commissioner  
Department of Administration **Phone:** 465-2200  
**Subject:** Administrative Manual

## STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 67

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective July 1, 2010.

### Travel

A dry rate for privately owned aircraft was developed based on a request from the Department of Fish and Game. Departments may choose to use either the GSA rate or the dry rate and reimburse the actual cost of fuel used for State travel.

**AAM 60.010 – Introduction to Travel.** Introduced language prohibiting agencies from adopting their own policies that differ from the statewide policies without the approval of the Commissioner of Administration.

**AAM 60.040 – Travel Approvals.** Refined the elements of travel requiring pre-approval. The essentials of travel still include the purpose, destination, departure and return dates and times, a total not-to-exceed amount, and whether a personal deviation is requested, with any related leave requests. Other aspects necessary for planning travel include whether a rental car, travel advance, or reimbursement of actual lodging costs are requested by the traveler. Approval of financial coding for the trip may be required in advance at the department's discretion.

Also raised the threshold from 10% to the greater of \$100 or 20% for re-approval of the travel, at the level specified in AAM 60.040, for travel costs exceeding the pre-approved not-to-exceed amount.

**AAM 60.070 – Travel Advances.** Clarified that travel advances are limited to payments made prior to travel commencing, and added a calculation of 80% of meals and incidental expenses as the standard for travel advances. Departments may authorize higher advances when circumstances warrant.

**AAM 60.080 – Interruption or Deviation of Travel for Traveler Convenience.** Travelers should be aware that personal deviations from the State-authorized itinerary may negate workers'

compensation coverage. The greater the personal deviation, the more likely the departure from the course of employment, and thereby workers' compensation coverage.

Subsection 3 was revised to allow travel planners flexibility in obtaining a State-authorized fare quote.

### **Payroll**

**AAM 280.460 – Expressing Breast Milk at the Workplace.** Per an amendment to Section 7 of the Fair Labor Standards Act of 1938, a new section was added that reflects the policy on expressing breast milk in the workplace.

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

AK/lp