

# MEMORANDUM

STATE OF ALASKA  
Department of Administration

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

## STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 68

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective September 30, 2010.

### Budgets

**AAM 25.160 – Fiscal Year Obligations.** Changed language to require RSAs to be released as of June 30<sup>th</sup>, except for balances related to third party obligations of the servicing agency.

### Expenditures

**AAM 35.010 – Expenditures.** Changed “credit cards” to “charge cards” to accurately reflect the nature of the State’s One Card accounts.

### Payment Methods

**AAM 38 – Payment Methods.** Several sections were updated from “credit cards” to “charge cards.”

**AAM 38.300 – One Card Alaska Program Overview.** Added policy that personal charge cards should not be used for State purchases because they reduce transparency, prevent accurate tax reporting, decrease rebates, and do not allow for tax exemptions.

**AAM 38.325 – One Card Alaska Department Program Administrator and Delegate Responsibilities.** Added duty segregation requirement for cards issued to department program administrators and their delegates to be set up and maintained by another program administrator within the department.

### Revenue

**AAM 40.080 – General Refund Policy.** Increased the threshold for requiring refunds of revenue overpayments from \$5 to \$10, unless requested by the payer.

**Travel**

**AAM 60 – Travel.** Several sections were updated from “credit cards” to “charge cards.”

**AAM 60.050– Travel Purchase Policies.** Replaced listing of exceptions to required use of travel contracts with reference to the specific terms of individual contracts in the Contract Award Manual.

**AAM 60.210 – Completion of the Travel Authorization.** Added requirement that travel reimbursements where traveler chooses non-electronic payment method will be mailed to the traveler’s address.

**Leave Accounting**

**280.060 – Mandatory Leave Usage.** Changes the distribution period for the Mandatory Leave Not Taken Report to September through December.

**280.210 – Effects of Leave-Without-Pay on Employee Benefits.** Clarifies that employees must work on the holiday to be paid for it if on leave-without-pay the full day before or following.

**280.260 – Authorization for Donated Leave.** Changes the budget charged for donated leave to the recipient’s agency when the leave is used.

**Fringe Benefits**

**320.300 – State Vehicle Usage.** Updated the employee compensation for governmental control employees as defined by IRS Publication 15-B to \$145,700, which is a requirement to utilize the commuting valuation rule.

**Deductions, Contributions, and Employer Costs**

**360.250 – Tax-Sheltered Annuities.** This section is deleted.

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

AK/lp