

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: January 10, 2011
From: Rebecca Hultberg
Commissioner
Department of Administration
Phone: 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 69

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective January 10, 2011, with the exception of the mileage rates modified effective January 1, 2011.

Payment Methods

AAM 38.190 – Checks. Added policy requiring all checking accounts to utilize payee positive pay as a standard fraud deterrent method.

Cash

AAM 50.100 – Frequency of Deposits. Added policy prohibiting mailing of checks to alternate location without Treasury approval.

AAM 50.130 – ACH and Wire Transfers. Added clarifying language for electronic fund transfer types, and a requirement that payments over \$10 million be made electronically.

AAM 50.135 – State Banking Information. Added new section prohibiting the posting of State banking information to the public internet.

AAM 50.140 – Remote Deposit Capture. Added new section to cover this process and its compliance requirements.

AAM 50.230 – Card Acceptance. Added new section requiring agencies accepting credit and debit cards to be PCI-DSS compliant.

Travel

A new Travel Authorization and Expense Report form has been developed with the help of the Travel Expense Management Workgroup. This form replaces the previous Travel Authorization as the form approved by the Department of Administration for travel reimbursements.

AAM 60.010 – Introduction to Travel. Moved paragraph referencing tax implications to a new section 60.065 Taxes Related to Travel.

AAM 60.020 – Travel Definitions. Deleted definition for MCAAK credits which have expired. Removed references to State Travel Manager Assistant as the Systems Administration section joins support for E-Travel Management Team.

AAM 60.030 – E-Travel. Added policy that, as a general rule, employees who travel as part of their jobs should have their own individual traveler profiles. Deleted policy on 24-hour hold, which is no longer available.

AAM 60.050 – Travel Purchase Policies. Added restriction on accepting complimentary upgrades when acting as an escort. Added policy recognizing the Fly America Act, which requires federally reimbursed travel to use U.S. flag air carriers.

AAM 60.060 – Payment Methods for Transportation and Expenses. Moved references to taxes to new section 60.065, and removed policies on MCAAK credits.

AAM 60.065 – Taxes Related to Travel. New section consolidating policies on taxes related to travel. Policy makes travelers responsible to ensure taxes are not inappropriately charged to State forms of payment. It also introduces authority for administrative staff to use judgment based on cost/benefit criteria in determining when to call vendor for refunds or credits for small amounts of taxes.

AAM 60.090 – Unused Transportation and Accommodations. Added policy that unused refundable tickets will be automatically refunded 60 days after the return date on the ticket.

AAM 60.210 – Completion of the Travel Authorization. Added clarification that traveler's address in the statewide accounting system must be a personal address, not a State address.

Enterprise Applications Section

AAM 90 – Enterprise Applications General Policy. This section is deleted as it is no longer necessary with the publication of the Information Security Management System Policies and Procedures in October.

Leave Accounting

AAM 280.190 - Compensatory Time. Updated to reflect changes in 2 AAC 07.390. Added requirement that unused balances be paid upon transfer between Divisions and/or Departments and addresses time earned in excess of FLSA requirement.

Fringe Benefits

AAM 320.310 – Employer Provided Housing. Updated with additional criteria for determining taxability based on conditions in rural Alaska. Also clarified the responsibility of each department in making taxability determination based on their knowledge of the location.

AAM 320.340 – Cell Phones and Electronic Equipment. Changed allowance renewal process from an annual form submission to review and authorization of existing allowances by each department's Administrative Services Director. Also updated reference to new security policy.

Mileage

Effective January 1, 2011, the standard mileage rates approved by the Internal Revenue Service when utilizing privately owned vehicles for business purposes and moving, were raised to \$.51 per mile and \$.19 per mile respectively. In addition, the mileage rate for motorcycles and boats was also raised to \$.48 by the General Service Administration. Although these rates are not published in the AAM directly, they are published on forms that are linked within the travel and moving sections of the AAM. New forms have been provided with these new rates effective 1/1/11.

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at <http://fin.admin.state.ak.us/dof/manuals/index.jsp>.

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