

MEMORANDUM

STATE OF ALASKA
Department of Administration

To: All Agencies
Date: June 30, 2011
From: Rebecca Hultberg
Commissioner
Department of Administration
Phone: 465-2200
Subject: Administrative Manual

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 71

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective July 1, 2011.

Cash

AAM 50.140 – Remote Deposit Capture. Revised the retention period of physical items stored to be a minimum of 30 days.

Travel

AAM 60.130 – Airport Shuttle, Courtesy Van, and Taxi Service. Revised policy to allow for reimbursement of airport parking for up to seven days when an employee uses their privately owned vehicle for transportation to and from the airport. If travel exceeds seven days, reimbursement for parking is limited to the equivalent cost of a taxi or seven days of parking.

Mileage

Effective July 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 \$.555 per mile and \$.235 per mile respectively. 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 7/1/11.

Transmittal memorandums are available, along with the entire Alaska Administrative Manual, at <http://doa.alaska.gov/dof/manuals/aam>.

RH/lp