

MEMORANDUM

STATE OF ALASKA
Department of Administration

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

STATE ADMINISTRATIVE MANUAL—TRANSMITTAL NUMBER 74

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective January 1, 2012.

Travel

The following travel sections were revised to remove the reference to DataBasics software, an integrated solution for approving and reimbursing travel, which was discontinued in November 2011.

60.020 - Travel Definitions. Changed the definition of E-Travel Online to remove references to the integrated software solution. Removed the definition of Expense Report, which is a Databasics Report. Removed the definition of the Reimbursement Form, which included references to Databasics reports. Changed the definition of Travel Authorization to remove references to Databasics reports and add a reference to the Travel Authorization form.

AAM 60.040 – Travel Approvals. Removed references to DataBasics reports.

AAM 60.210 – Traveler Reimbursement. Removed references to DataBasics reports including the policy that no printed paper is required if a Databasics Expense Report is used.

AAM 60.220 – Travel Expenses – Required Receipts and Documentation. Removed the references that uploading or scanning receipts and documentation into Databasics makes paper records unnecessary.

Moving

AAM 60.360 – Reimbursable Travel Expenses for a Move. Clarification was added that reimbursement for premove and temporary housing activity is limited to a total of 15 days.

Mileage

Effective January 1, 2012, the nontaxable moving mileage rate approved by the Internal Revenue Service was reduced from \$.235 to \$.23. The State of Alaska pays the standard mileage rate of \$.555 for moves, as result, \$.325 will now be taxable to the employee for any mileage paid for moves as of January 1, 2012. 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 1/1/12.

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

BH/lp