



**Fringe Benefits**

**AAM 320.340 – Cell Phones and Electronic Equipment.** Added tablets to this policy, as they have become a common tool in the workplace as technology advances. This section identifies the required justification to receive a state issued device or an allowance for a cell phone, tablet, or electronic equipment. Adds tablets to the allowance section and identifies this as taxable income to the employees. Employees will not be allowed to receive an allowance for two data plans, unless a waiver is granted by the Commissioner of the Department of Administration

**Payroll Section**

**AAM 360.360 – Saving Bonds.** This section was updated to reflect the current practice to purchase U.S. Department of Treasury Bonds. The U.S. Department of Treasury has phased out paper savings bonds, and has implemented a secure web based system for employees to access and directly purchase savings bonds.

**Mileage**

The U.S. General Service Agency has revised the mileage amount for personal use of airplane from \$1.29 to \$1.31, and motorcycles from \$0.48 to \$0.525. In addition, a revision to the dry rate for airplanes has also been recalculated to be \$ 0.98. 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 7/1/12.

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

BH/lp