



Memorandum

To: All Agencies

From: Becky Hultberg
Commissioner

Date: December 31, 2012

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 77**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective January 1, 2013.

Compensation

AAM 270.150 - Office Closure and Compensation. Modified to include ways in which an employee may obtain office closure notifications and updates.

AAM 270.220 - Workers' Compensation Benefits. Modified to memorialize current practice.

Leave Accounting

AAM 280.210 - Effects of Leave-Without-Pay on Employee Benefits. Modified to memorialize current practice.

Deductions, Contributions and Employer Costs

AAM 360.390 - Working Reserve - Leave Cash-in and Terminal Leave. Modified to agree with our current calculation of these employer rates.

Mileage – Effective January 1, 2013, the standard mileage rates approved by the Internal Revenue service when utilizing privately owned vehicles for business purposes and nontaxable moving were raised to \$.565 and \$.24 per mile respectively. In addition, the Federal Government also increased the mileage rate for motorcycles and airplanes to \$.535 and \$1.33 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 1/1/2013.

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

BH/lp