



## Memorandum

To: All Agencies

From: Becky Hultberg  
Commissioner

Date: March 29, 2013

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 78**

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

### Procurement

**AAM 81.015 – Foreign Outsourcing in State Contracts for Services.** Adding language to outline the procedures that must be followed when certification that all work will be performed in the United States cannot be obtained.

**Appendix 1 – Items Not Covered by Procurement Code.** Expanding and updating the language outlining the Departments' responsibilities for documentation regarding items that do not fall under the Procurement Code.

### Travel/Moving

**AAM 60.010 – Introduction to Travel.** Added statement to reflect current practice that policy exceptions for the Commissioner of Administration must be approved by the Governor's Chief of Staff.

**AAM 60.020 – Travel Definitions.** Removing "RESX" from the E-Travel Online definition.

**AAM 60.030 – E-Travel.** Removing "RESX" from the second bullet under "E-Travel is comprised of:".

**AAM 60.250 – Meals and Incidental Expense Allowances.** Added language to clarify when a traveler is eligible to receive the full amount of incidentals when on short-term travel outside of Alaska.

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**AAM 60.310 – Introduction to Moving.** Added statement to reflect current practice that requests for a waiver for the Commissioner of Administration must be obtained from the Governor’s Chief of Staff.

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

BH/lp