



Memorandum

To: All Agencies

From: Becky Hultberg
Commissioner

Date: September 30, 2013

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 80**

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

Travel

AAM 60.120 – Rental Cars. Adding language to allow reimbursement of rental car expenses when non-state employees accompany state travelers while in travel status based on approval and a business need.

Classification and Pay

AAM 130.280 – Coupled Job Classes. Changed example given to “Correctional Officer I/II” and changed language outlining the procedures for submission to the Classification Section.

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

BH/kh