



Memorandum

To: All Agencies

From: Curtis Thayer
Commissioner

Date: June 30, 2014

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 82**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective July 1, 2014.

Travel

AAM 60.080 – Interruption or Deviation of Travel for Traveler Convenience. Updated section to agree with the current practice of saving fare quotes on the checkout page, as there is no research functionality inside of the current E-Travel tool.

AAM 60.090 – Refunds. Updating the number of days tickets will automatically be refunded to 30 days after the return date on the ticket from 60 days.

Per Diem – Effective June 1, 2014, the taxable per diem amounts have changed for the locations of Gambel and Point Hope. Although these amounts are not published in the AAM directly, they are published on forms that are linked within the travel section of the AAM. New forms have been provided with these new per diem amounts effective 6/1/2014.

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

CT/kh