



Memorandum

To: All Agencies

From: Amy Erickson
Acting Commissioner

Date: December 31, 2014

Subject: **STATE ADMINISTRATIVE MANUAL – TRANSMITTAL NUMBER 84**

The following sections within the Alaska Administrative Manual are being revised with this transmittal memo effective January 1, 2015.

Travel

AAM 60.240 – Lodging Types and Rates. Updated section to allow for the non-commercial lodging allowance for out-of-state travel as well as in-state.

Procurement

AAM 81.070 – Coordination with Other Agencies. Added the agency and division that departments are responsible for coordinating with in order to secure financing for equipment acquisition or energy efficiency improvements.

Mileage – Effective January 1, 2015, the standard mileage rates approved by the Internal Revenue service when utilizing privately owned vehicles for business purposes and nontaxable moving were changed to \$.575 and \$.23 per mile 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 January 1, 2015.

AE/kh